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ABSTRACT

This year-end report represents all of the materials produced in relation to the development and implementation of the Michigan Occupational Competency Assessment Center (MOCAC) during the 1978-79 project year. (The primary objective of MOCAC is to achieve the standardization of the methods, techniques, and criteria used to assess the occupational competency of current and future vocational instructors.) Discussed in the 13 sections of the report are MOCAC efforts to meet the following objectives for 1978-79: develop a Michigan policy manual, conduct assessments, select examiners and conduct a workshop to train them, certify examination sites, devise a follow-up system, develop a State norms table, update the MOCAC slide and tape presentation as well as the MOCAC brochure, conduct assessments, conduct four State and three National advisory committee meetings, conduct a workshop for interested parties concerning MOCAC operation, and conduct a workshop for teacher education personnel concerning interpretation of assessment results. Each of these sections contains some or all of the following: a narrative, a manual, one or more lists, one or more agendas, correspondence, MOCAC-developed standards, MOCAC-developed workshop materials, and minutes of meetings. (MN)

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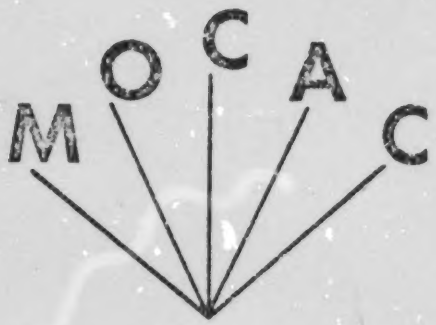

Michigan Occupational Competency
Assessment Center

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER 1978-79 YEAR-END REPORT

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OCTOBER 31, 1979

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FOREWORD

This year-end report represents all of the materials produced in relation to the development and implementation of the Michigan Occupational Competency Assessment Center during the 1978-79 project year.

The Michigan Occupational Competency Assessment Center (MOCAC) has developed far beyond the original expectations in the first year of operation. During the year, 50 occupational competency assessments were administered; this represents the largest number of occupational competency assessments ever given in a one-year period in Michigan. Of the 50 persons who have participated in MOCAC assessments this past year, 80% are currently teaching in Michigan. This data exemplifies the direct impact the MOCAC is having upon the teachers and, ultimately, upon the students in the state today.

Highlights of the 1978-79 year include: certification of 35 examiners and 16 examination sites; the first annual examiner workshop; revision of 15 occupational competency examinations; and the presentation of two state workshops.

Currently, thirteen vocational teacher education institutions and one community college are participating in the MOCAC Program. Representatives from seven community colleges participated in the state workshop and have indicated that they wish to become more involved in the MOCAC Program next year. In the future, we anticipate many other agencies cooperating with the Center in an effort to meet the statewide needs.

During the 1979-80 year, we plan to administer 100 occupational competency assessments. This represents more than the combined total of occupational examinations administered in the state over the five years prior to the development of the Center.

Some of the highlights next year will include: hosting the NOCTI National Workshop on Occupational Competency Assessment and Student Achievement Testing; conducting an examiner workshop and two statewide workshops; and we are looking forward to contributing to the improvement of secondary vocational student learning outcomes through assisting in the professional development of their instructors.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

Second-Year Objectives and Outcomes

1978-79

OBJECTIVES	OUTCOMES
1. Develop procedures and materials for all aspects of the assessment center's administration and operation.	A policy manual for the administration of competency assessments and general operation of the center's assessment program will be written and validated.
2. Conduct at least 100 occupational competency assessments, of which approximately 10 will be in areas for which no examination presently exists.	At least 100 persons will have the opportunity to be tested as to their levels of occupational competency through validated and reliable exams.
3. Select examiners from applicants and conduct an in-service workshop for selected examiners.	Selected examiners will be trained in methods of administering occupational competency assessments.
4. Select and certify no less than five off-campus examination sites at facilities designed for the administration of specific competency examinations.	Applicants for competency assessments will have a variety of locations from which to choose in order to complete their assessments.
5. Develop and implement a follow-up system for persons completing an occupational assessment.	A data base will be established to facilitate examination development and establish procedures for future examination administration.
6. Develop a statewide test score norming table for each assessment.	Cutoff scores for successful completion of competency assessments will be established.
7. Update the present MOCAC Slide-tape and Brochure.	The slide-tape and brochure will be changed to reflect current needs.
8. Conduct assessments for applicants no less than three times during the fiscal year.	All applicants will be provided the opportunity to be assessed at their convenience in terms of time.
9. Conduct four State and three National Advisory Committee Meetings.	Advisory committee members will be updated on progress and will provide necessary input to facilitate the operation of the Center.
10. Conduct a one-day workshop for interested parties concerning Center operation.	Persons interested in the operation of the Center will be advised as to policies and procedures of the MOCAC.
11. Conduct a one-day workshop for vocational teacher education personnel concerning interpretation of assessment results.	Higher education institutions, through their vocational teacher education personnel, will be able to award academic credit to persons in vocational teacher education programs--based on the results of their occupational competency assessments.

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SECTION I

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

OBJECTIVE I

OBJECTIVE

Develop procedures and materials for all aspects of the assessment center's administration and operation.

OUTCOME

A policy manual for the administration of competency assessments and general operation of the Center's assessment program will be written and validated.

After a great deal of effort, the final draft state policy manual was assembled. Input was provided by the V-TES and National and State Advisory Committee members. The manual was distributed at the February 1, 1979, State Advisory Committee Meeting.

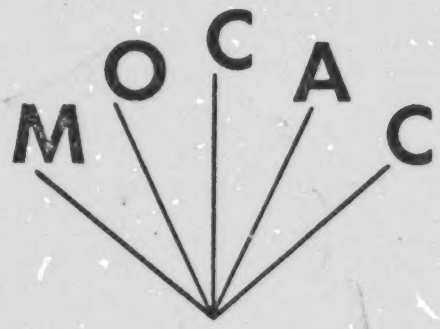
This manual exemplifies Michigan's first statewide policy for the assessment of occupational competency for vocational education. After working with the policies for over nine months, the manual has proven to be extremely comprehensive.

An examination retake fee policy was added to the manual in May 1979. The MOCAC State Policy Manual is included in this section.

Michigan Occupational Competency
Assessment Center

MICHIGAN POLICY MANUAL

FERRIS STATE COLLEGE
309 Johnson Hall, Big Rapids, Michigan 49307
(616) 796-9971 Ext 287



Michigan Occupational Competency
Assessment Center

MICHIGAN POLICY MANUAL FOR ADMINISTRATION OF THE OCCUPATIONAL COMPETENCY ASSESSMENT PROGRAM FOR VOCATIONAL INSTRUCTIONAL CANDIDATES AND ANNUAL AUTHORIZATION HOLDERS

FERRIS STATE COLLEGE

309 Johnson Hall, Big Rapids, Michigan 49307

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FOREWORD

Over the years various methods, techniques and criteria were used to assess a current or future vocational instructor's occupational competency. In addition, at any one given point in time, different educational agencies were using different instruments to evaluate an individual's occupational competency.

This Policy Manual is an effort to draw together the proven practices and procedures that have been used both statewide and nationally in order to achieve standardization of assessment practices implemented through the Michigan Occupational Competency Assessment Center (MOCAC).

Scott D. Whitener, Director
Michigan Occupational
Competency Assessment Center

September 1978

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I. A Competency Assessment Center

The State of Michigan has over 1,000 teachers employed in secondary schools who are certified on an annual authorization basis. They represent a broad spectrum of occupational teaching areas. These teachers, in most cases, are paid at a reduced rate (less than if they possessed a B.S. degree) and receive a contract on a year-to-year, non-tenure basis. In addition, there are a large number of individuals, including college students and people working in various occupations, who have extensive work experience and are interested in entering the occupational teaching profession. Individuals with a vast amount of quality occupational experience are assets to the teaching profession.

Previously, Michigan has conducted only limited occupational assessments, narrowing the opportunity for many individuals to receive academic credit for their occupational work experience.

The Michigan Department of Education Vocational Technical Education Service funded a state occupational competency assessment center (Michigan Occupational Competency Assessment Center, MOCAC) for the purpose of assessing an individual's occupational competence attained through work experience and equating this competence to academic credit and/or work experience for certification purposes. Occupational competency assessments are being administered in a wide range of occupational areas. The Michigan Occupational Competency Assessment Center serves the needs of:

1. Annually authorized teachers
2. Students preparing to teach
3. Vocational administrators
4. Teacher educators
5. Any individual interested in taking the examination as long as the requirements are met.

II. Standardized Practice in Administering Occupational Competency Assessments

A. Establishment of Policies and Procedures

The Michigan Occupational Competency Assessment Center is governed by the State Advisory Committee which is comprised of a designated representative from each occupational teacher education institution, designated secondary vocational teachers and administrators, and personnel from the Vocational Technical Education Service. The director will meet with the Michigan Occupational Competency Assessment Center State Advisory Committee and decide upon the most feasible and effective operational details. A minimum of four State Advisory Committee Meetings will be conducted annually on a rotational basis. The MOCAC Director will serve as chairperson and provide the final agenda and distribute the meeting minutes. All advisory committee members may submit agenda items for an upcoming meeting. Action items at scheduled meetings will be approved by majority vote of committee members.

B. Administration of Policies and Procedures

It is the responsibility of the MOCAC Director to ensure that the policies and procedures expressed in this State Policy Manual, and those established by the Michigan Occupational Competency Assessment Center State Advisory Committee and the Vocational Technical Education Service are implemented.

C. Educational Agency Designated Occupational Assessment Contact Person

Each participating teacher education institution and educational agency will designate a qualified staff member to act as a contact person. This person will serve as a representative on the Michigan Occupational Competency Assessment Center State Advisory Committee. The functions of the

contact person are: counseling potential applicants; referring potential candidates to the MOCAC Director; recommending applicants for assessment; publicizing the assessment program and examination dates; distributing some MOCAC materials; and post-test counseling. The MOCAC Director will provide enough copies of all necessary written materials to each contact person to meet the distribution needs.

D. Duties and Responsibilities of the Teacher Education Institution Contact Person

It is the responsibility of the contact person at each teacher education institution to:

1. Provide pre-test counseling for individuals admitted to the institution.
2. Ensure that candidates meet all requirements before recommending them for an assessment (Appendix "A").
3. Provide post-test counseling for individuals admitted to the institution.
4. Refer all potential candidates who do not wish to be admitted for credit to the MOCAC Director for information, pre-test and post-test counseling, etc.

E. Duties of the Michigan Occupational Competency Assessment Center Director

It is the responsibility of the MOCAC Director to:

1. Act as chairman for all MOCAC State and National Advisory Committee Meetings, formulate the agendas, and distribute the minutes.
2. Distribute all necessary materials for assessment program publicity and administration.
3. Provide all pre-test and post-test counseling to candidates who do not wish to enter the teaching profession.
4. Coordinate all activities related to the administration of occupational competency assessments.
5. Provide workshops for training and certification of all Master Examiners.

6. Inspect and certify all Examination Sites.

7. Provide assessment results and recommendations to educational agency contact persons.

8. Coordinate the collection of all candidate fees, the payment of examination fees, and the payment of examiner fees.

F. Standard Informational Materials

A MOCAC Brochure has been prepared which reflects current practice in administering the occupational competency assessment program statewide and reflecting the requirements. The brochure is supplied in ample quantities to each educational agency contact person, the State Department, and vocational administrators for distribution. Each prospective candidate also receives a brochure. A MOCAC Slide-Tape Presentation was also prepared and distributed to each teacher education institution contact person. The Center has retained two slide-tape presentations, one of which is available for loan upon request. In addition, the Vocational Technical Education Service has two copies which are available for loan upon request. All MOCAC informational materials will be reviewed and revised annually.

III. Michigan Occupational Competency Assessment Instruments

A. Tests Authorized for Use

Occupational competency examinations authorized for use in Michigan will conform to standards enumerated in the Michigan Occupational Competency Assessment Center Reciprocity Agreement (Appendix "B"). A listing of authorized testing instruments was prepared and disseminated by the MOCAC Director (Appendix "C"). Amendments will be announced by letter to participating institutions with formal revisions annually.

B. Use of Standardized National Tests

Certain National Occupational Competency Testing Institute Examinations are used along with Pennsylvania Occupational Competency Examinations. The MOCAC Director coordinates the procurement of all MOCAC administered examinations. Regardless of the examinations utilized, the MOCAC is committed to using only those examinations which have been proven to be valid and reliable through statistical analysis.

C. Written/Performance Examination Administration

Written/Performance examinations will be those authorized for use by the Michigan Occupational Competency Assessment Center and the State Advisory Committee and will be administered by a Certified Master Examiner at a Certified Examination Site.

D. Committee Assessment Administration

Committee assessments will be given in occupations in which there is not a state authorized written/performance examination available. The committee will consist of three or more Certified Master Examiners. The MOCAC Director will provide the committee members with a copy of the State Minimum Performance Objectives and Vocational Technical Consortium of States (V-TECS) materials in the occupation being assessed two weeks prior to the assessment date. The performance objectives and V-TECS materials are intended as a guide. Because no written SCOPE is available for a committee assessment, a copy of the State Minimum Performance Objectives and V-TECS materials will also be sent to the candidate.

E. Testing Session Publicity

The Michigan Occupational Competency Assessment Center distributes a circular announcement with the specific date of the next group examination to all teacher education contact persons, the State Department, vocational administrators, and prospective candidates two calendar months prior to the group examination date. The Michigan Occupational Competency Assessment Center will administer group examinations three times during the year.

IV. Examiner and Examination Site Policies and Procedures

A. Assessment Facilities and Proctoring Personnel

The Michigan Occupational Competency Assessment Center Director will arrange for facilities, equipment, and reimbursable, consumable supplies with each local Examination Site. Also, the director will engage the necessary number of qualified proctors for administering the performance portion of the examination. When appropriate, where no formal examination exists, he will hire occupational incumbents to serve on an assessment committee. The MOCAC Director, when necessary, will provide for proctoring the written portion of formal examinations and will serve as chairperson of assessment by committee procedures. The Center will keep an updated Master List of all Certified Master Examiners (Appendix "D") and Certified Examination Sites (Appendix "E").

B. Instruction in Test Administration

Local vocational teachers are instructed in standard procedures for preparing materials and facilities for administering written and

performance examinations and reporting the results to the MOCAC Director. Examiner workshops are conducted on a regular basis for this purpose. The workshops are organized and conducted by the MOCAC Director with travel, subsistence, and modest per diem for the participants provided by the Center. Local teacher proctors completing the training are issued MOCAC Master Examiner Certificates (Appendix "F") making them eligible to be requested to administer occupational competency assessments to candidates from their occupational field. Examinations are administered only by Certified Master Examiners.

C. Examiner Selection Process

It is the contention of the MOCAC to employ the most competent examiners available. Each potential examiner must meet the qualifications as stated in Section "D". They will be selected from:

1. Recommendations from the MOCAC State Advisory Committee.
2. Recommendations from educational agencies.
3. The cadre of individuals who have participated in and have successfully completed an occupational competency assessment.

D. Examiner Requirements

Before a potential examiner can be certified, the following qualifications must be met:

1. Successful completion of an occupational competency assessment in the occupational area of the examination.
2. Three years of current vocational teaching experience in the occupational area of the examination.
3. Satisfactory completion of an examiner workshop or comparable in-service by the MOCAC Director.

In occupations where individuals who possess requirements one (1) and two (2) listed above are not available, or in occupations where written/

performance examinations are not available and a committee assessment is required, qualified individuals from that occupation or vocational teachers may be used. The individuals must possess the following qualifications:

1. Five years of current work experience in the occupational area of the examination.
2. Satisfactory completion of an examiner workshop or comparable in-service by the MOCAC Director.

E. Examination Site Selection Requirements

It is the contention of the Michigan Occupational Competency Assessment Center to employ the most technically appropriate Examination Sites available. Each Examination Site for the administration of examinations in a particular occupational area must be inspected and certified by the MOCAC Director. In order for an Examination Site to be certified and a certificate issued, (Appendix "G") it must meet the following criteria:

1. The site must have all the tools, equipment, supplies, etc. necessary to administer the examination.
2. The site must conform to applicable MIOSHA regulations.
3. The site must appear neat, clean, and well-organized.

Sites will be selected and certified throughout the state as determined by assessment needs. Examination Site Certificates will be issued for a two-year period and require an inspection by the MOCAC Director before they will be renewed.

F. Assessment Administration Cost Payments

A $10 per hour honorarium will be paid to each examiner for the administration of the written and performance examinations or committee assessments. The number of examiners required in a given area is

determined by the number of candidates present and the nature of the occupational area. Non-recoverable, consumable materials used by the candidates during the examination are charged to the Michigan Occupational Competency Assessment Center. All of the costs in Section "F" are paid directly by the Michigan Occupational Competency Assessment Center.

V. Specific Candidate Assessment Administration

A. Assessment Procedure

In an effort to streamline the series of events leading to an occupational competency assessment, and at the same time ensure the highest quality operation, the following assessment procedures have been established.

1. The potential candidate contacts the Michigan Occupational Competency Assessment Center and indicates the occupational area in which an occupational assessment is requested.

2. The MOCAC will send the potential candidate a Bulletin of Information for Candidates (Appendix "H") which includes information about the Center, a SCOPE of the examination, a fee schedule, examination codes, and a registration form.

3. The candidate must then discuss the requirements, the SCOPE of the assessment, and professional needs with a contact person or with the MOCAC Director. It must be ascertained that the candidate meets the requirements (Appendix "B") and that an assessment is indicated at this point (pre-test counseling).

4. The contact person then sends a referral form to the MOCAC (Appendix "A"). No candidate will be allowed to participate in an assessment for credit without a referral form from the appropriate contact person.

5. The candidate must fill out the application and return it along with a check to the Michigan Occupational Competency Assessment Center, Johnson 309, Ferris State College, Big Rapids, MI 49307, at least three weeks prior to the examination date.

6. The MOCAC will send the candidate a confirmation letter (Appendix "I") along with the examination schedule--the letter will be followed up by a telephone call. Approximately two weeks prior to the examination, a ticket of admission for MOCAC assessment (Appendix "J") will be sent to the candidate.

7. The assessment will be administered by a Certified Master Examiner at a Certified Examination Site.

8. The assessment results will be forwarded to the candidate only after they have been discussed with the candidate by the contact person or the MOCAC Director (post-test counseling). No assessment results will be given to the candidate over the telephone. Results will not be released to any agency or individual without the candidate's written consent (Appendix "K").

9. When a candidate is referred through a teacher education contact person, it is the responsibility of that contact person to communicate the results of the assessment to the candidate.

B. Prospective and Candidate Counseling

The MOCAC Director will counsel all candidates who are not referred directly through a teacher education institution. A teacher education contact person will counsel all candidates who are interested in pursuing a degree program at an institution. Occupational incumbents are initially counseled concerning whether or not they wish to enter the teaching profession insofar as legal requirements, educational background, and amount and type of work experience are concerned. Probable candidates are further advised concerning details of application for admission to occupational competency assessments. These details will include the appropriate assessment procedure, formal application, appropriate fee, deadline dates and required documentation of education, work experience, and occupational licenses. The responsibility of commitments made during pre-test counseling remain with the pre-test

counselor. A process sheet (Appendix "L") is initiated by the MOCAC for each candidate for whom a registration form is received.

C. Candidate Formal Assessment Enrollment

A candidate is considered formally enrolled and a candidate letter of notification (Appendix "I") is issued when:

1. The MOCAC registration form has been completely filled out and received by the Center (Appendix "H").
2. The MOCAC has received payment in full for the assessment.
3. The MOCAC has received a referral form from the candidate's teacher education contact person.
4. For those candidates not being referred through a teacher education institution, written documentation has been received that the work experience requirement has been met.

D. Candidate Assessment Admission Notification

The Center will notify the candidate by first class mail of the candidate's admission or non-admission to assessment. This notice will be verified by telephone communication. The admission notice will include the precise assessment title chosen; the method of assessment; and the exact time, date, and location. Approximately two weeks prior to the assessment, a candidate ticket of admission for the MOC[illegible]amination will be sent to the candidate (Appendix "J"). Non-admission notices will include the apparent deficiencies and the return of fee or the plan of the return. Should a candidate, who has been advised not to participate in an assessment, still insist upon assessment and pays the appropriate fee, the candidate will be admitted as long as the requirements are met.

E. Candidate Withdrawal From Test

When a candidate notifies the MOCAC Director of intent to withdraw

two full working days before the commencement hour of an assessment, the Center will refund the candidate's fee, less any unrecoverable expenditures already involved. When a candidate fails to report without notification or signs a withdrawal form (Appendix "M") at the assessment site, only that portion of the fee not already obligated may be refunded, unless the withdrawal occurred as a result of an error by the Michigan Occupational Competency Assessment Program.

F. Assessment Results and Reporting

When the written and performance examinations are completed, the score sheets are sent from the Examination Site to the MOCAC. The sheets are then photocopied for mail safety and, depending upon the examination, are forwarded to NOCTI or Penn State for scoring and diagnosis. The results are then reported to the MOCAC Director who places the score data, with the Michigan minimum passing score, and all other necessary diagnostic materials or comments on a MOCAC candidate score reporting form (Appendix "N"). The candidate score reporting forms are sent from the Center to the candidate's appropriate teacher education contact person within thirty days of the assessment date. A telephone communication may precede the written notice. The contact person then discusses the results of the assessment with the candidate. Assessment results may not be released to employers or other institutions without written consent from the candidate. In the case of a failing candidate, score reports shall include a statement of weaknesses. A statement of weaknesses and strengths will be conveyed to passing candidates upon request. The

number of failing candidates will be included in the MOCAC Director's Current Status Report of assessment center activities to the State Advisory Committee.

G. Minimum Passing Score Levels

The Michigan minimum passing score level is one standard error of measurement below the national mean score for both the written and performance exams. The MOCAC Director will keep a State Test Scores Norm Table and will continually update it. For the purpose of granting credit the passing score levels have been established, but the amount of credit granted is under the control of the individual teacher education institution. Individuals evaluating assessment scores are advised against using a near perfect score in one category of an examination to counterbalance a grossly deficient score in another category--particularly on the performance examination. Pass or fail by committee assessment will be the concurrence of the majority of the members involved.

H. Re-Assessment of Candidates

The MOCAC Director may honor a request for a re-assessment of a candidate providing the failing candidate has received post-test counseling, the candidate's weaknesses have been delineated in writing, and the prescribed type and extent of additional work experience/study has been completed and verified in writing. The candidate will not be eligible for a re-assessment earlier than six months from the date of the previous assessment. The candidate may be admitted for as many as two assessments in the same occupational title, but a third assessment must be approved by a subcommittee of the State Advisory

Committee. This subcommittee will include the MOCAC Director, the candidate's teacher education contact person, if appropriate, and two State Advisory Committee members.

I. Appeals to Occupational Competency Assessment Results

A candidate who fails an assessment procedure may submit a written appeal to the MOCAC Director who will name a subcommittee as defined in Section "H" above. The candidate must sign a consent form allowing this committee to view the records. The committee will review the case and the process. Each member of the committee will have a complete candidate file including the assessment proceedings. The candidate may appear before the committee. The recommendations of the majority of the committee, whether concurrence with or reversal of the original assessment, will be upheld.

VI. Standard Practice in Test Development

The need for a standard practice in test development is recognized by the Michigan Occupational Competency Assessment Center. This section will be added in the future.

Appendix "A"

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

Referral Form

I have counseled:

Name _____

Address _____

_____

Telephone Number _____

Social Security Number _____

As a result of this consultation, it has been determined that this candidate does_____ does not_____ meet the requirements, and I do_____ do not_____ * recommend this candidate for an assessment in _____
U.S.O.E. Code

_____.
Occupational Area

☐ Send a scope of the appropriate exam to the candidate.

☐ Send an application form to the candidate.

☐ Please call the candidate.

☐ The candidate should deal with the Michigan Occupational Competency Assessment Center directly.

_____ _____
Date Contact Person's Signature

_____ _____
Office Telephone Institution

Michigan Occupational
Competency Assessment Center
309 Johnson Hall
Ferris State College
Big Rapids, MI 49307
(616) 796-9971, ext. 287

* Please see reverse side.

My reason for not recommending this candidate is:

- ☐ Insufficient documentation of work experience.
- ☐ Insufficient quantity of work experience.
- ☐ Insufficient scope of work experience.
- ☐ An assessment at this time would not best meet the needs of the candidate.

Other: _____

_____

_____

_____

_____

The Michigan Occupational Competency Assessment Center must have this completed referral form on file before a candidate can participate in an assessment.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
Effective 1978-79

OCCUPATIONAL COMPETENCY ASSESSMENT RECIPROCITY AGREEMENT

The intent of the agreement is to ensure that a student/teacher who successfully completes a Michigan occupational competency assessment will have fulfilled the major or minor requirement of a degree program at a teacher education institution.

I. Basic Assessment Selection Criteria

A. Standard assessment development process
B. Demonstrated validity and reliability
C. Adequate data base (norms and cut-off score levels established by an expert committee)
D. Descriptive information for the candidate to facilitate pre-assessment counseling
E. Approved examination site

II. Basic Assessment Requirements

A. Completion of the written and performance segments of the examination with a score above the state minimum score
(written portion - one examiner present)
(performance portion - more than one examiner present)
B. A satisfactory recommendation from an assessment committee (a minimum of three experts)

III. The assessment center will provide a breakdown of both the written and performance scores, so that the results can be interpreted on more than a pass/fail basis.

A. Written segment broken down into specific areas
B. Performance segment broken down into at least product and process
C. It is the intent of the test breakdown to point out specific areas that need additional preparation. Partial credit may be granted upon completion of the examination. This is a determination made by the individual teacher education institution.

IV. Candidates seeking to participate in a Michigan occupational competency assessment must:

A. Be admitted to a teacher education program, or employed by an educational agency, or recommended by an educational agency.
B. Have completed two years (4,000 hours) on the job, wage earning work experience, in the occupational area in which he/she wishes to be certified.

A - Available
O - Not Available
Z - Licensure

Certificate Title	U.S.O.E. Code	Number of Annual Authorizations	Status	Developed or Revised by and Date	(N) NOCTI (P) Penna.	WRITTEN Categorized	Proportioned	Descriptions	Diagnostic	Passing Score	Norms	PERFORMANCE Date Developed or Revised	Criterion Reference Eval.	Passing Score	Norms	Committee Assessment	Remarks
Cosmetology	17.2602	100	A Z	78	N	X	X	X	X		X		X		X		
Food Mangement	09.0203	95	A	74	N	X	X	X	X		X		X		X		Use Quantity Food Exam
Auto Mechanics	17.0302	82	A	76	N	X	X	X	X		X		X		X		
Nursing Aide	07.0303	82	O														
Welding and Cutting	17.2306	58	A	78 77	N P	X X	X X	X X	X X		X X		X X		X X		(N) does not include mig & tig (P) includes mig & tig
Body and Fender	17.0301	54	A	75	N	X	X	X	X		X		X		X		
Small Engine Repair	17.3100	40	A	75	N	X	X	X	X		X		X		X		
Child Care & Guidance	09.0201	38	O														
Machine Shop	17.2302	29	A	76	N	X	X	X	X		X		X		X		Use Machine Trades Exam
Electronics Occupations	17.1500	25	A	74 74	N P	X X	X X	X X	X X		X X		X X		X X		(N) Use Industrial Electronics Exam
Computer Console Per Equip Operator	14.0298	24	A	78	N	X	X	X	X		X		X		X		Use Computer Technology Exam
Graphic Arts Occupations	17.1900	22	A	78	N	X	X	X	X		X		X		X		Use Printing Exam

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O - Not Available
Z - Licensure

Certificate Title	U.S.O.E. Code	Number of Annual Authorizations	Status	WRITTEN: Developed or Revised by and Date	WRITTEN: (N) NOCTI (P) Penna.	WRITTEN: Categorized	WRITTEN: Proportioned	WRITTEN: Descriptions	WRITTEN: Diagnostic	WRITTEN: Passing Score	WRITTEN: Norms	PERFORMANCE: Date Developed or Revised	PERFORMANCE: Criterion Reference Eval.	PERFORMANCE: Passing Score	PERFORMANCE: Norms	PERFORMANCE: Committee Assessment	Remarks
Construction & Maint in School	17.1000	20	A	78	N	X	X	X	X		X		X		X		Use Building Trades Maintenance Exam
Air Conditioning	17.0100	19	A	76	N	X	X	X	X		X		X		X		Use Air Conditioning & Refrigeration Exam
Drafting Occupations	17.1300	16	A	74 78 75	N P	X X	X X	X X	X X		X X		X X		X X		(N) Use Architectural (N) Use Mechanical (P) General Drafting
Custodial Services	17.1100	15	O													X	
Commercial Art Occup	17.0700	14	A	77	P	X	X	X	X		X		X		X		
Ornamental Horticulture	01.0500	13	O														
Electrical Occupations	17.1400	11	A	76	N	X	X	X	X		X		X		X		Use Electrical Installation Exam
Dental Assistant	07.0101	11	O														
Appliance Repair	17.0200	10	A	77	P	X	X	X	X		X		X		X		
Health Occup Cluster	07.9802	6	O														
Clothing Management	09.0202	6	O														
Agricultural Production	01.0100	6	O														

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Agriculture Mechanics	01.0300	6	O													X	
Medical Assistant (office)	07.0904	5	O														
Programmers	14.0203	5	A	78	N	X	X	X	X		X		X		X		Use Computer Technology Exam
Floriculture	01.0502	5	O														
Diesel Mechanic	17.1200	4	A	74	N	X	X	X	X		X		X		X		Use Diesel Engine Repair
Radio and Television	17.1503	4	A	76 72	N P	X X	X X	X X	X X		X X		X X		X X		(N) Use Electronics Communications Exam
Radio and TV Broadcasting	17.1598	4	O													X	
Institution - Home Management	09.0205	4	O														
Computer & Console Operator	14.0201	4	O													X	
Industrial Electrician	17.1401	3	A	74	N	X	X	X	X		X		X		X		
Tellers	14.0105	3	O													X	
Agricultural Power and Machinery	01.0301	3	O													X	

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Certificate Title	U.S.O.E. Code	Number of Annual Authorizations	Status	WRITTEN: Developed or Revised by and Date	WRITTEN: (N) NOCTI (P) Penna.	WRITTEN: Categorized	WRITTEN: Proportioned	WRITTEN: Descriptions	WRITTEN: Diagnostic	WRITTEN: Passing Score	WRITTEN: Norms	PERFORMANCE: Date Developed or Revised	PERFORMANCE: Criterion Reference Eval.	PERFORMANCE: Passing Score	PERFORMANCE: Norms	PERFORMANCE: Committee Assessment	Remarks
General Merchandise	04.0800	3	O														
Law Enforcement	17.2802	2	O													X	
Steno-Clerical Lab	14.9800	2	O														
Heating	17.0102	2	A	77	P	X	X	X	X		X		X		X		
Commercial Photography	17.0900	2	O													X	
Electricity	17.1002	2	O														
Painting and Decorating	17.1005	2	A	73	P	X	X	X	X		X		X		X		
Milwork/Cabinet Making	17.3601	2	A	78	N	X	X	X	X		X		X		X		
Medical Laboratory Assistant	07.0203	2	O														
Practical Nursing	07.0302	2	O														
Ward Clerk/Ward Secretary	07.9801	2	O														
Litho Photo and Platemaking	17.1903	1	O													X	

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Certificate Title	U.S.O.E. Code	Number of Annual Authorizations	Status	WRITTEN: Developed or Revised by and Date	WRITTEN: (N) NOCTI (P) Penna.	WRITTEN: Categorized	WRITTEN: Proportioned	WRITTEN: Descriptions	WRITTEN: Diagnostic	WRITTEN: Passing Score	WRITTEN: Norms	PERFORMANCE: Date Developed or Revised	PERFORMANCE: Criterion Reference Eval.	PERFORMANCE: Passing Score	PERFORMANCE: Norms	PERFORMANCE: Committee Assessment	Remarks
Foundry	17.2301	1	O													X	
Sheet Metal	17.2305	1	A	74	N	X	X	X	X		X		X		X		
Plastics Occupations	17.2700	1	O													X	
Refrigeration	17.3000	1	A	76 77	N P	X X	X X	X X	X X		X X		X X		X X		(N) Use Air Conditioning & Refrigeration
Aircraft Maintenance	17.0401	1	A	74	N	X	X	X	X		X		X		X		Use Air Frame and Power Plant Exam
Business Machine Maintenance	17.0600	1	A	74	P	X	X	X	X		X		X		X		
Food Service Supervisor	07.0908	1	A	74	N	X	X	X	X		X		X		X		Use Quantity Foods Exam
Home Furnishings	09.0204	1	O														
Peripheral Equipment Operator	14.0202	1	O														
Agricultural Supplies	01.0200	1	O														
Agricultural Resources	01.0600	1	O														
Advertising Services	04.0100	1	O														

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O - Not Available
Z - Licensure

Certificate Title	U.S.O.E. Code	Number of Annual Authorizations	Status	WRITTEN: Developed or Revised by and Date	WRITTEN: (N) NOCTI (P) Penna.	WRITTEN: Categorized	WRITTEN: Proportioned	WRITTEN: Descriptions	WRITTEN: Diagnostic	WRITTEN: Passing Score	WRITTEN: Norms	PERFORMANCE: Date Developed or Revised	PERFORMANCE: Criterion Reference Eval.	PERFORMANCE: Passing Score	PERFORMANCE: Norms	PERFORMANCE: Committee Assessment	Remarks
Recreation & Tourism	04.1800	1	O														
Histology	07.0202	1	O														
Surgical Technician	07.0305	1	O														
Electrical Construction/ Maintenance	17.1002	0	A	7?	P	X	X	X	X		X		X		X		
Instrument Maintenance and Repair	17.2100	0	A	74	P	X	X	X	X		X		X		X		
Masonry	17.1004	0	A	74	N	X	X	X	X		X		X		X		
Metal Working	17.2300	0	A	74	P	X	X	X	X		X		X		X		
Plumbing	17.1007	0	A	75	N	X	X	X	X		X		X		X		
Textile Production/ Fabrication	17.3300	0	A	76	P	X	X	X	X		X		X		X		
Tool & Die Making	17.2307	0	A	75	P	X	X	X	X		X		X		X		

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
FERRIS STATE COLLEGE

EXAMINERS

AC/Refrigeration

Fred L. Lawrence
Trade & Ind. Annex 106
Ferris State College
Big Rapids, MI 49307

Russell C. Stevens, Jr.
Trade & Ind. Annex 106
Ferris State College
Big Rapids, MI 49307

Appliance Repair

Stanley Gregory
Gregory's General Repair
Route 2
LeRoy, MI 49655

Richard E. Hornby
Michigan Cons. Gas Co.
609 Bjornson - Dock B
Big Rapids, MI 49307

Glen R. Ward
Michigan Cons. Gas Co.
218 Maple Street
Big Rapids, MI 49307

Auto Body Repair

James A. Bigelow
West Building 100
Ferris State College
Big Rapids, MI 49307

Gary L. Edgerly
West Building 100
Ferris State College
Big Rapids, MI 49307

Auto Mechanics

Peter H. Alley
Trade & Ind. Center 106
Ferris State College
Big Rapids, MI 49307

Ronald L. Neiderheide
West Building 106
Ferris State College
Big Rapids, MI 49307

William A. Routley
West Building 225
Ferris State College
Big Rapids, MI 49307

Clifford L. Samuels
West Building 225
Ferris State College
Big Rapids, MI 49307

William D. Wagner
Trade & Ind. Center 109
Ferris State College
Big Rapids, MI 49307

Business Machine Maintenance

Ronald J. Gilbert
(passed away 8/15/79)

Robert F. Truman
Big Rapids Business Machines
603 North State St.
Big Rapids, MI 49307

Cabinet Making & Millwork

John H. Erion, Jr.
Trade & Ind. Annex 107
Ferris State College
Big Rapids, MI 49307

Richard C. Fry
Trade & Ind. Annex 107
Ferris State College
Big Rapids, MI 49307

Carpentry

John Erion & Richard Fry
(listed above)

M. Kenneth Martin
Trade & Ind. Annex 107
Ferris State College
Big Rapids, MI 49307

Commercial Art

Charles Brey
Swan Building 411
Ferris State College
Big Rapids, MI 49307

Leigh J. Brown
Swan Building 112
Ferris State College
Big Rapids, MI 49307

Cosmetology

Robert R. Davis
West Building 102
Ferris State College
Big Rapids, MI 49307

Donna Jean TenBrink
Prakken Building 219
Ferris State College
Big Rapids, MI 49307

Custodial Services

Richard Crane
Genesee Area Skill Center
G-5081 Torrey Rd.
Flint, MI 48507

James Dowen
1301 Mackin Road
Flint, MI 48503

Warren Lasley
1212 Boston
Flint, MI 48503

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

EXAMINERS

Electrical Installation

Industrial Electrician

Deanna Hanieski
Engineering/Technology Dept.
Lansing Community College
Lansing, MI 48914

Luke D. Lillmars
Agriculture/Engineering Dept.
Michigan State University
East Lansing, MI 48824

Electronics Communications

James C. Hewett
Engineering/Technology Dept.
Lansing Community College
Lansing, MI 48914

Roger J. Rowe
Engineering/Technology Dept.
Lansing Community College
Lansing, MI 48914

General Drafting

Raymond W. Cross
Swan Building 501-A
Ferris State College
Big Rapids, MI 49307

Donald L. Rynearson
Swan Building 501-B
Ferris State College
Big Rapids, MI 49307

Machine Trades

Hal G. Hopper
Johnson Hall 104
Ferris State College
Big Rapids, MI 49307

Peter J. Smania
Swan Building 107
Ferris State College
Big Rapids, MI 49307

Printing

Bert A. Lindback
Swan Building 220
Ferris State College
Big Rapids, MI 49307

William J. Papo
Swan Building 220
Ferris State College
Big Rapids, MI 49307

Quantity Food Preparations

Gilbert H. Cobb
South Commons
Ferris State College
Big Rapids, MI 49307

David L. Tucker
South Commons
Ferris State College
Big Rapids, MI 49307

Small Engine Repair

Daniel J. LaChonce
Wexford-Missaukee Area
Vocational Center
9901 East 36 Road
Cadillac, MI 49601

Richard D. Marine
Wexford-Missaukee Area
Vocational Center
9901 East 36 Road
Cadillac, MI 49601

Welding

William J. Beegle
Swan Building 112-A
Ferris State College
Big Rapids, MI 49307

Roger F. Kennedy
Swan Building 112-A
Ferris State College
Big Rapids, MI 49307

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
FERRIS STATE COLLEGE - BIG RAPIDS, MI 49307

EXAMINATION SITES

Air Conditioning/Refrigeration

101 Trade & Industrial Annex
Ferris State College

Appliance Repair

Gregory's General Repair
Route 2
LeRoy, MI 49655

Auto Body Repair

123 Trade & Industrial Center
Ferris State College

Auto Mechanics

106 Trade & Industrial Center
Ferris State College

Business Machine Maintenance

Big Rapids Business Machines
603 North State Street
Big Rapids, MI 49307

Cabinet Making and Millwork

107 Trade & Industrial Annex
Ferris State College

Carpentry

107 Trade & Industrial Annex
Ferris State College

Commercial Art

413 Swan Building
Ferris State College

Cosmetology

Alumni Building
Ferris State College

Custodial Services

Southwestern High School
1420 W. Twelfth Street
Flint, MI 48504

Electrical Installation

309 Vocational Technical Bldg.
Lansing Community College
Lansing, MI 48914

Electronics Communications

306 Vocational Technical Bldg.
Lansing Community College
Lansing, MI 48914

General Drafting

501 Swan Building
Ferris State College

Industrial Electrician

309 Vocational Technical Bldg.
Lansing Community College
Lansing, MI 48914

Machine Trades

116 Swan Building
Ferris State College

Printing

220 Swan Building
Ferris State College

Quantity Food Preparations

South Commons
Ferris State College

Small Engine Repair

Wexford-Missaukee Area
Vocational Center
9901 East 36 Road
Cadillac, MI 49601

Welding

112 Swan Building
Ferris State College

This Certifies that

_____

has received training in Examining Practice in

_____

and is Designated

MASTER EXAMINER

For The Michigan Occupational Competency Assessment Program

For Vocational Education

during the years 19 - 19

Scott D. Whitener, Director
Michigan Occupational Competency
Assessment Center
Ferris State College

EXAMPLE

Director, Michigan Vocational
Technical Education Service

BEST COPY AVAILABLE

This Certifies that

_____

at

_____

has been inspected and is Designated an

EXAMINATION SITE

For The Michigan Occupational Competency Assessment Program

For Vocational Education

during the years 19 - 19

Scott D. Whitener, Director
Michigan Occupational Competency
Assessment Center
Ferris State College

EXAMPLE

Director, Michigan Vocational
Technical Education Service

BEST COPY AVAILABLE

Appendix "H"

Michigan Occupational Competency
Assessment Center

BULLETIN OF INFORMATION FOR CANDIDATES

BEST COPY AVAILABLE

FERRIS STATE COLLEGE
309 Johnson Hall, Big Rapids, Michigan 49307
(616) 796-9971 Ext 287

THE MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT PROGRAM

The Michigan Occupational Competency Examinations were developed by skilled tradesmen and test development specialists from every part of the nation. The Michigan Occupational Competency Assessment Program is currently administering National Occupational Competency Testing Institute (NOCTI), and Pennsylvania Occupational Competency Examinations. Each examination, regardless of its origin, was reviewed by experienced craftsmen then revised and pilot tested. Competent people from each occupational area and candidates who took the examinations judge them to be fair, comprehensive samplings of the knowledge and skills the particular occupation demands.

The examinations used by the Michigan Occupational Competency Assessment Center (MOCAC) were selected and authorized for use by the State Advisory Committee after looking at all nationally available examinations in that occupational area and selecting the one they judged best. Regardless of which type of examination you will be taking, the MOCAC is committed to administering only the most valid and reliable examinations available.

The Michigan Occupational Competency Assessment Center grew out of a grant from the Michigan Vocational Technical Education Service. Teacher educators in the state played an active role in the development of the Center. The first year of MOCAC existence, October 1, 1977, to September 30, 1978, was devoted to a developmental stage. Beginning October 1, 1978, the implementation stage of the program began.

To keep the assessment program responsive to changing needs of vocational education, an ongoing search of nationally developed examinations will be maintained. As new examinations become available, they will be incorporated into the Michigan Program.

This booklet is intended for those individuals experienced in skilled trades or occupations who need to present objective evidence of their competency to become vocational teachers and/or to obtain academic credit from an institution which recognizes the test results.

ABOUT THE PROGRAM

Each of the MOCAC Examinations has two parts: a written test which measures your knowledge of the field; and a performance test which measures your skills in performing tasks typical to your occupation. Examinations, both written and performance, are administered by Master Examiners at Certified Examination Sites.

ELIGIBILITY REQUIREMENTS

To be eligible for the occupational competency assessment program, you must satisfy the following requirements:

A. Be admitted to a teacher education program, or employed by an educational agency, or recommended by an educational agency.

ELIGIBILITY REQUIREMENTS (con't)

B. Have completed at least 4,000 hours of on the job, wage earning work experience, in the occupational area in which you wish to be examined.

HOW TO REGISTER

MOCAC Examinations are offered three times a year--in the fall, winter, and summer. Registrations are handled by the MOCAC Director who makes all the arrangements for administering both the written and performance examinations.

After you have read this booklet and the SCOPE of the examination, get in touch with your teacher education contact person or the Michigan Occupational Competency Assessment Center Director. Each candidate must receive pre-test counseling from a contact person or the MOCAC. Through this counseling session, it will be determined whether or not you meet the requirements and if an assessment will best meet your needs.

If it is ascertained that an assessment is indicated, registration forms will be provided for you by the MOCAC or your teacher education contact person. Read the directions on how to fill it out on the back of the form. Be sure that you complete all required information accurately. Return the registration form (together with your check for the fee) to the MOCAC no later than the date specified.

Once your registration and check are received by the MOCAC, an examination will be scheduled. You will be notified of the time, place, and date by mail and by telephone.

If you are planning to receive academic credit for the examination, you must contact the teacher education institution contact person at the teacher education institution in which you are enrolled prior to taking the examination.

EXAMINATION RESULTS

The Michigan Occupational Competency Assessment Center sends the results of your written and performance examinations to you, or the school system, or the teacher education institution of your choice. No information concerning your scores will be given over the telephone, nor will they be released to any other agency or individual without your written consent. You will receive post-test counseling from the MOCAC Director or from your teacher education institution contact person in order to interpret your scores.

ABOUT THE EXAMINATIONS

If at all possible, both parts of the occupational examination will be scheduled for the same day--usually a Saturday. Whether this can be done depends on how long the particular examination takes. The written test takes approximately three hours and the performance test from three to six hours. If the

performance part is too long, it will be given on another day. Since what you know about your occupation and how well you can perform are essential to good teaching, as well as to job performance, you must take both parts.

The written test covers the kinds of knowledge gained on the job (rather than from text books), technical and factual knowledge, and understanding of principles and problem-solving abilities. Among the topics included are: tools and equipment commonly used; properties of materials; calculations used to order materials, set up equipment and carry out procedures; application of scientific principles to problem solving; and safety procedures and government regulations.

The performance test enables the candidate to demonstrate the skills that a competent craftsman uses in his daily work. Among the manipulative skills included are: trouble shooting and making adjustments and repairs; operating typical equipment and machinery; using measuring instruments; and observing safe operating procedures.

PREPARATION FOR TAKING THE EXAMINATIONS

The content of each MOCAC Examination is described in the relevant SCOPE, and the best way to prepare is to read the SCOPE for your occupation since it outlines what the examination covers and lists what tools, references, materials, etc. you should bring with you to the Center. A review of this material will provide you with a better understanding of the occupational content of the written part and the manipulative skills you are expected to demonstrate in the performance part.

Any questions you have prior to the administration date are to be directed to the MOCAC Director. Problems or questions occurring during the actual session are to be addressed to the Master Examiner.

THE WRITTEN TEST consists of multiple-choice questions that cover information, facts, knowledge of basic computation and graphic directions that a competent tradesman applies to his work. You are allowed up to three hours to complete it. Any special preparations are listed in the SCOPE.

Bring a watch so you can pace your efforts (no one is allowed to work beyond the specified time limit), three or four #2 soft lead pencils (or mechanical pencil) and a good eraser.

Bring only the books and reference materials that are authorized in the SCOPE for your occupation to the Center.

You will be asked to complete identification sections on your answer sheet. Follow the Master Examiner's instructions carefully as this data will identify your MOCAC record.

EXAMPLES OF WRITTEN QUESTIONS

Since you may not have taken a multiple-choice test recently, the following sample questions will give you some idea of what to expect.

After each question are four choices: A, B, C, D. Select the one which in your judgment is the best answer. None of the choices may be absolutely correct; none may be the best of all possible answers; but one choice is better than any of the others. Blacken your choice on the answer sheet.

1. You are installing some shelves in a kitchen closet in a space which is 14" in length. Each board rests on brackets 1/2" wide at either end. The only boards available are in the lengths listed below. Which is the most sensible choice?

   A. 13-7/8" B. 13-5/8" C. 13-1/2" D. 13-1/4"

COMMENT: None of the choices are of the size that would provide a snug fit. Choice A comes closest to meeting your needs and thus represents the most sensible choice.

2. The size of drains, sewers and horizontal branches is determined by the number of fixture units and the

   A. total length of the sewer system
   B. the slope
   C. distance to the sanitary sewer main
   D. diameter of stack

COMMENT: Here the item is not a question but an incomplete statement. Your task is to select the factor which determines the size of drains, sewers and horizontal branches. D is the correct choice.

3. Which of the following are necessary precautions that a person should take to manually and safely lift a heavy object?

   A. One foot should be placed slightly in back of the other
   B. Body should not be bent over more than 30°
   C. Hands should be protected by crouching away from the object
   D. None of the above

COMMENT: From your own experience you know that the procedures listed under A, B, and C are not safe for lifting heavy objects. Choice D states exactly that and therefore is the correct choice.

4. You are refinishing a fine piece of furniture and notice a bad spot in the surface of the wood. Which of the following methods would be best to use in repairing the surface?

   A. Fill the bad spot with shellac
   B. Make an inlay with the same kind of wood
   C. Fill the bad spot with glue and sand dust from the same kind of wood
   D. Drill out the bad spot

EXAMPLES OF WRITTEN QUESTIONS (con't)

COMMENT: This question requires a choice of the best method. Some would result in a quick repair; however, since the item deals with fine furniture, the best method would be the one that maintains high quality. Consequently, choice B is correct.

5. One of the characteristics of meat that indicates quality is its color. If you wish to buy high quality veal, for which of the following flesh colors should you look?

   A. Milk white B. Pale brown C. Grayish pink D. Bright red

COMMENT: This question requires knowledge of the color characteristics of certain kinds of quality meats. Choice C is the correct answer.

ANSWER SHEET FOR SAMPLE ITEMS

1 b	2 d	3 d	4 b	
5 c	6	7	8	
9	10	11	12	
13	14	15	16	

THE PERFORMANCE TEST involves the skills, methods and procedures which a competent tradesman utilizes in his work; subsequently, the sample jobs have been selected from those typical of the particular occupation.

Bring (or wear) appropriate work clothes and whatever protective devices you would normally use (goggles, face shield) on the job.

Generally, the Performance Examiner supplies materials, hand tools, measuring tools, instruments and needed references. For some occupations, you must bring your own tools; or you may prefer working with your own personal tools. Check the SCOPE concerning this for further details.

Since you will be working in a shop that is not familiar, it may help to know what to expect.

Sufficient time will be allowed for you to become familiar with your surroundings; learn where the tools are located; and check out the equipment.

While you are working on your assignments, the Performance Examiner will observe your procedures. He will evaluate your performance and finished job (or product) much as a foreman does.

THE PERFORMANCE TEST (con't)

The task assignments are those with which you will be familiar as you probably have done them many times on the job. If you tend to be nervous about being tested, be assured that only your performance and completed assignments count.

Proceed at your own pace. Some individuals work faster than others, but speed does not guarantee quality, accuracy or correct methods. In the evaluation of your work, speed is only one factor considered.

SCOPE OF THE MOCAC EXAMINATION

The Michigan Occupational Competency Assessment Center Examinations have been designed and developed to evaluate the level of skill and knowledge that a person has acquired in his special field as compared to other experienced individuals in the same occupation. To assist candidates in preparing for the examination, the subject matter of each examination has been outlined in a summary--SCOPE OF THE WRITTEN AND PERFORMANCE EXAMINATION--on the following page.

TEST CODE #003

SCOPE OF AUTO MECHANIC EXAMINATION

WRITTEN TEST
TIME: 4 hours

PERCENT OF TEST

5% Basic Shop Principles & Practices

Hand tools; fittings & fasteners; interpretation of manuals, charts, diagrams & specifications.

15% Engines

Overall engine operation: heads, cylinder block, valves & valve mechanisms, piston & connecting rod assembly, crankshaft & bearings, lubrication systems, oil pump & filter, cooling systems, exhaust systems.

10% Emission Systems

Fundamentals of Emission Control; crankcase ventilation; exhaust emission; vapor control systems.

15% Engine System Analysis and Repair

Use & interpretation of engine testing devices, ignition systems, fuel systems, emission systems & engine mechanical systems.

10% Suspension, Steering and Braking

Suspension; alignment; steering; springs; wheels & tires; braking systems; chassis lubrication.

PERCENT OF TEST

10% Fuel Systems

Carburetors; fuel pumps; intake manifolds; induction systems & fuels.

10% Electrical

Diagnosis of electrical circuit malfunctions: starter system, ignition system, charging system--AC-DC, lighting & warning systems, battery and electric power distribution.

10% Drive Line and Components

Gears, bearings & seals; standard transmissions & clutches; overdrive units; automatic transmissions & control circuits; drive lines and universals; differentials & final drive units.

10% Accessories

Heaters; air conditioning; automatic temperature control; automatic seats; speed controls; automatic windows; windshield wiper & washer systems.

5% Shop Management and Control

Service diagnosis; job pricing & estimating; repair order writing; service routing & management.

PERFORMANCE TEST
TIME: 5 hours

12% Engines

Inspect, repair or replace pistons & connecting rods, valve train, cylinder heads, cylinder block, valve stems & guides, bearings & journals, pistons, cylinders; service valves, valve seats, bearings, pistons, rings, connecting rods & cylinder walls; use of precision gauges and indicators.

4% Basic Automotive Practices

Identify major automobile parts: engine, brakes, front end, fuel, emission, charging, starting systems, air conditioning.

9% Fuel Systems

Inspect, adjust & repair: carburetor circuits, float settings, fuel/air ratio, high & low idle.

8% Electrical

Inspect, adjust & repair: electrical components, electrical malfunctions, ignition timing; test instruments & equipment.

5% Batteries

Inspect & service for condition; test for charge with hydrometer; perform battery capacity test (B.S.T.); charge battery according to specifications.

10% Air Conditioning

Use air conditioning testing gauges & equipment; bleed gauges & identify state of charge; follow manufacturer's charging procedures; test system for leaks.

8% Charging Systems

Diagnosis, repair & service alternators, regulators & components; instruments & equipment; inspect charging system.

8% Emission Systems

Identify the correct emission system for the year in which the automobile was manufactured; diagnosis & test emission system components; inspect emission system for proper installation.

12% Engine Analysis and Repair

Inspect engine & accessories for wear & damage, interpret oscilloscope patterns, detect & correct engine malfunctions by use of proper instruments & equipment.

8% Drive Lines and Components

Determine end-play & backlash with dial indicator; interpret gear tooth patterns; check & adjust automatic transmission, check & adjust hypoid differential.

6% Suspension and Steering

Prepare automobile (on rack) for alignment; measure camber, castor & toe-in; make alignment adjustments; check steering wheel to see that it is centered.

10% Brakes

Inspect & repair cylinder bore & rotor; overhaul piston assembly and/or caliper assembly; torque caliper to spindle & wheel bearings.

PREPARATION: Personal tools may be used. Test equipment, shop manuals & specifications will be provided.

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MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FEE SCHEDULE

* (Effective October 1, 1978)

WRITTEN AND PERFORMANCE TYPE EXAMINATION

$200 is paid to the MOCAC by each candidate for each examination or re-examination administered during one of the three examination dates.

$ 25 additional late fee is charged in a case where a candidate misses the announced closing date for admission, but by special handling by the MOCAC Director the candidate may still be able to participate in the group assessment.

$300 is charged for an off-season, isolated written and performance examination or re-examination.

COMMITTEE ASSESSMENT

$300 is charged for a committee assessment where honorariums are involved for occupational specialists.

* Fees are subject to change--written notification will be sent to all contact persons before a change will be implemented.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

RE-ASSESSMENT FEE SCHEDULE

*(Effective April 1, 1979)

WRITTEN AND PERFORMANCE TYPE EXAMINATION

Written

$ 50 is paid to the MOCAC by each candidate for each written re-examination.

Performance

$150 is paid to the MOCAC by each candidate for each performance re-examination administered during one of the three group examination dates.

Written and Performance

$200 is paid to the MOCAC by each candidate for each complete written/performance re-examination administered during one of the three group examination dates.

COMMITTEE ASSESSMENT

$300 is charged for a committee re-assessment.

(A waiting period of six months from the date of the original assessment is required before any re-examinations will be administered.)

INSTRUCTIONS FOR COMPLETING REGISTRATION FORM

Read all instructions before completing the Form.

GENERAL INSTRUCTIONS

- Use a No. 2 or softer black lead pencil.
- Do not use ink or ballpoint pens.
- Make heavy black marks that fill the circle completely; erasures must be thorough.
- Do not fold or mutilate this form.
- Keep form free of stray marks.
- Print the required information in the boxes provided. Use block letters only.
- Below each box, blacken the circle which corresponds with the letter or number you have printed in the box.
- Fill in only the information requested.
- Exam codes and Test Center codes are found on the reverse side of this sheet. Other special codes may be provided by the examiner, as required.

SPECIFIC INSTRUCTIONS

(Numbers refer to blocks on data Form I)

1. Examination Title - The exact title of the examination you are taking.
   Present School - The name of the school in which you are enrolled. Otherwise, leave blank.
   School Address - Street, city, state and zip code.
   Program Title - The name of the course of study (your major)
   Home Telephone - Include your area code with your telephone number.
   Date - Today's date.
   Student Signature - Read the statement and sign your full name.
2. Last name, first name and middle initial. Your first and/or last name may contain more letters than provided for on the form. If this is the case, omit the letters which remain.
3. House Number - of your home address.
4. Street, City, and State - of your home address.
5. Zip Code - the number for your home address.
6. Examination Code - Enter the code number for the examination you are taking, from the reverse side of this sheet.
7. Test Center Code - Enter the code number for the Test Center in which you are taking this examination, from the reverse side of this sheet.
8. Special A - *Cumulative Grade Point Average (GPA) for all courses completed.*
9. Sex - By appropriate circle.
10. Now Teaching - If you are currently teaching, mark yes (0), otherwise, mark no (0).
11. Social Security Number - Print the number carefully. This number is also represented on the standard answer sheet and is most important for informational identification and score retrieval purposes.
12. Age - Your age as of your last birthday.
13. Race - By appropriate circle.
14. Work Experience - Total number of years of trade experience in paid employment. Fill in zero (0) if you do not have such experience.
15. Teaching Experience - Total number of years of formal teaching experience. Fill in zero (0) if none.
16. Education - Indicate type of school(s) attended.
17. Level - Highest level of education achieved.
18. Special B - Enter number of college credits completed in professional teacher training courses such as (Occupational Course Development) preceded by S for semester hours and T for term hours. (Example: T16) If none, enter 0.

* Please see reverse side for MOCAC Codes

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MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
EXAMINATION CODES

CODE	EXAMINATION	CODE	EXAMINATION
006	Air Conditioning/Refrigeration	053	Electronics Technology
001	Air Frame & Power Plant	044	Heating
027	Appliance Repair	014	Industrial Electrician
012	Architechural Drafting	016	Industrial Electronics
002	Auto Body Repair	013	Machine Drafting
003	Auto Mechanics	020	Machine Trades
042	Building Construction Occupations	009	Masonry
025	Building Trades Maintenance	035	Painting and Decorating
050	Business Machine Maintenance	010	Plumbing
024	Cabinet Making and Millwork	019	Printing
007	Carpentry	017	Quantity Food Preparations
029	Commercial Art	043	Refrigeration
026	Computer Technology	011	Sheet Metal
022	Cosmetology	005	Small Engine Repair
004	Diesel Engine Repair	038	Textile Production/Fabrication
060	Drafting	040	Tool and Die Making
008	Electrical Installation	057	Welding
015	Electronics Communications		

If your assessment will be by committee, place COM in the space provided for each exam code.

Test Center Code - 028

Data Form I

MICHIGAN
OCCUPATIONAL COMPETENCY
ASSESSMENT CENTER

USE BLACK LEAD PENCIL ONLY (#2 or softer). Read separate instruction sheet for details.

Exam Title: _____

School: _____

Address (school) _____

_____

Program Title: _____

Home Telephone: _____

Date: _____

This information may only be used by authorized institutions and for research purposes.

_____
Student Signature

LAST NAME	FIRST	MI

HOUSE NUMBER	STREET	CITY	STATE
3			

ZIP CODE: 5

EXAM CODE	TEST CENTER CODE	SPECIAL A	SEX F O M O	NOW TEACHING Yes O No O	SOCIAL SECURITY NUMBER	AGE
8	7	9	9	10	11	12

RACE
- O American Indian
- O Black
- O Caucasian
- O Hispanic 13
- O Oriental
- O Other

WORK EXPERIENCE (YEARS): 14 15

EDUCATION: GRADUATED

	Yes	No
High School		
Academic	O	O
Vocational	O	O
Technical 16	O	O
Post Secondary		
2 year College	O	O
4 year College	O	O
Other	O	O

Highest Level Completed 17

SPECIAL B: 18

64

65

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Michigan Occupational Competency Assessment Center
Ferris State College, 309 Johnson Hall, Big Rapids, MI 49307
Telephone - 616-796-9971/Ext. 287

On_____
you will be participating in an occupational assessment in
_____ at _____.

Please check below to see if you have sent the necessary materials to the Center. If not, please send them as soon as possible.

- ☐ A completed registration form has not been received.
- ☐ Payment in full has not been received
- ☐ A referral form has not been received from your contact person.
- ☐ All required materials have been received.

If you have any questions about the assessment, please don't hesitate to contact me.

Sincerely,

Scott D. Whitener, Director
Michigan Occupational
Competency Assessment Center

llh

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MOCAC

Michigan Occupational Competency Assessment Center

EXAMPLE

REGISTRATION NO.

TICKET OF ADMISSION FOR MOCAC EXAMINATION

(Bring this with you to each test session)*

Name_____ Social Security #_____ Examination_____

WRITTEN TEST

Date and Time_____ Test Site _____ Address_____

PERFORMANCE TEST

Date and Time_____ Test Site _____ Address_____

Signed_____ Date_____

Director MOCAC

*Please bring identification with your picture and 2, # 2 sharpened lead pencils.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

CANDIDATE CONSENT FORM

I hereby authorize the Michigan Occupational Competency Assessment Center to send my examination results to:

Name _____

Address _____

_____

Phone _____

Name _____

Address _____

_____

Phone _____

Name _____

Address _____

_____

Phone _____

_____ _____

Candidate Signature Date

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
PROCESS SHEET

Graduate ____ Undergrad. ____ Annual ____
Industry ____ Pre-Service ____ In-Service ____

_____ _____
Advisory/Contact Person Initiator of this Form

_____
O.E. Code Occupational Assessment Title COMMITTEE/NOCTI/PA/FSC

1. Examinee_____ ( ) If Retest_____
2. Home Address_____
3. Business Address_____
4. Home Phone_____ Business Phone_____
5. Fee Collected_____ $300.00 _____ $200.00 _____ $25.00 late fee
6. Interested Director/Advisor_____
7. Dates/Decisions Leading Toward Admission to the MOCAC Program

   _____Eligible for Admission to the MOCAC Program

   _____Check if letter sent requesting additional credentials (attach)

   _____Initial Evaluation of Credentials by_____

   _____Signed Referral Form from Contact Person (attach)

8. Dates Leading to the Scheduling of the Tests
   _____Check ( ) if written application form was received (attach)
   _____Check ( ) the advisor involved in selection of test title
   _____Check ( ) if notice was sent to examinee RE: place, date, time
9. Place, Date, and Time of the Written Test:

   Date: _____ Time: From_____ to _____

   Location: _____
10. Place, Date, and Time of the Performance Test:

    Date: _____ Time: From_____ to _____

    Location: _____
11. Test Results: Written Score_____ Performance Score_____

    Composite Score: ( ) Passed ( ) Failed
12. Check the appropriate statements RE: the Test Results
    ( ) Examinee Notified of the Results - Date_____
    ( ) Contact Person Notified of Results - Date_____
    ( ) Vocational Director Notified of Results - Date_____

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

Candidate Withdrawal Form

I,_____,Date_____

am withdrawing from the assessment, and in doing so I understand that only that portion of the fee not already obligated may be refunded.

_____ _____

Examiner Date

*Return this form along with the (used) (unused) portion of the exam to the Michigan Occupational Competency Assessment Center Director.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

SCORE REPORTING FORM

Name_____ Institution_____

Exam_____ Date of Exam_____

Written Examination

Mean _____

Standard Error - _____

Michigan Minimum Passing Score _____

Candidate's Score _____

Performance Examination

Mean _____

Standard Error - _____

Michigan Minimum Passing Score _____

Candidate's Score _____

Comments: _____

_____

_____

_____

_____ _____

Date Director

SECTION II

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

OBJECTIVE II

OBJECTIVE

Conduct at least 100 occupational competency assessments, of which approximately 10 will be in areas for which no examination presently exists.

OUTCOME

At least 100 persons will have the opportunity to be tested as to their levels of occupational competency through validated and reliable exams.

The MOCAC conducted 50 occupational competency assessments this year, three of which were committee assessments. Assessments were offered and administered in a wide range of occupational areas. Aside from offering occupational competency assessments on the three group dates during the year, the Center was prepared to administer assessments throughout the year to better meet the needs of the candidates.

We did not meet our project goal of 100; however, the 50 occupational competency assessments that were administered represent the largest number of occupational competency examinations ever administered in a one-year period in Michigan. This section includes the examinations available, test administration cost breakdown, November, March, and July group examination results, and general test data.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
EXAMINATIONS AVAILABLE

Written/Performance Examinations

Air Conditioning
Air Conditioning/Refrigeration
Air Frame & Power Plant
Appliance Repair
Architectural Drafting
Auto Body Repair
Auto Mechanics
Building Construction Occupations
Building Trades Maintenance
Business Machine Maintenance
Cabinet Making & Millwork
Carpentry
Commercial Art
Computer Technology
Cosmetology
Diesel Engine Repair
Electrical Construction/Maintenance
Electrical Installation
Electronics Communications
General Drafting
Heating
Industrial Electrician
Industrial Electronics
Instrument Maintenance & Repair
Machine Drafting
Machine Trades
Masonry
Metal Working
Painting & Decorating
Plumbing
Printing
Quantity Food Preparations
Refrigeration
Sheet Metal
Small Engine Repair
Textile Production/Fabrication
Tool and Die Making
Welding

Committee Assessments

Commercial Photography
Custodial Services
Foundry
Law Enforcement
Litho Photo & Platemaking
Plastics Occupations
Radio and TV Broadcasting
Upholstering

Upon special request, assessments can be administered in some trade-technical areas other than those listed.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

TEST ADMINISTRATION BREAKDOWN

WRITTEN/PERFORMANCE EXAMINATION

Fee paid by candidate	$ 200.00
Fee paid to NOCTI or Penn State	-85.00
Fee paid to examiner ($10 per hour x average of 9 hours)	-90.00
Credit	$ 25.00
$25 x 90 Projected 78-79 Candidates	$2,250.00

COMMITTEE ASSESSMENT

Fee paid by candidate	$ 300.00
Fee paid to examiner (3 examiners x $10 per hour x average of 9 hours)	-270.00
Credit	$ 30.00
$30 x 10 Projected 78-79 Candidates	$ 300.00

Written/Performance	$2,250.00
Committee Assessment	300.00
Test Administration Total Projected Recovery 1978-79 Year	$2,550.00

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

Fall Group Testing - November 11, 1978

TYPE OF EXAM	EXAM TITLE	NUMBER OF CANDIDATES	COLLECTED	NUMBER OF EXAMINERS	COST	RESULTS W	P	COM
COM + W (P)	Appliance Repair	1	300.00	3	120.00	P		P
W + P (N)	Auto Body Repair	1	200.00	2	330.00	P	P	
W + P (N)	Auto Mechanics	1	200.00	2	285.00	F	F	
W + P (N)	Electrical Installation	1	200.00	2	235.00	F	F	
W + P (N)	Electronics Communications	1	200.00	2	215.00	P	P	
W + P (P)	Welding	1	200.00	2	245.00	F	P	

$1,300.00 Total Fees Collected

1,430.00 Total Cost

$ - 130.00 Net Loss

Pass/Fail Rate - .500 Pass

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

Spring Group Testing - March 31, Apri. ? 1979

TYPE OF EXAM	EXAM TITLE	NUMBER OF CANDIDATES	COLLECTED	NUMBER OF EXAMINERS	COST	RESULTS W	P	COM
W + P (N)	AC/Refrigeration	1	200.00	2	261.00	F	F	
W + P (N)	Auto Body Repair	3	600.00	2	608.91	F	P	
	Auto Body Repair					P	P	
	Auto Body Repair					P	P	
W + P (N)	Auto Mechanics	3	600.00	3	574.00	P	F	
	Auto Mechanics					F	F	
	Auto Mechanics					P	P	
COM + W (P)	Business Machine Maintenance	1	300.00	2	100.00	P		P
W + P (N)	Carpentry	2	400.00	2	476.00	F	F	
	Carpentry					F	P	
W + P (N)	Cosmetology	1	200.00	2	217.00	P	P	
W + P (N)	Electronics Communications	1	200.00	1	195.00	F	F	
W + P (P)	General Drafting	1	200.00	2	239.00	P	F	
W + P (N)	Printing	1	200.00	2	272.00	P	P	
W + P (N)	Quantity Food Preparations	1	200.00	2	290.00	P	P	

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

Spring Group Testing - March 31, April 7, 1979

TYPE OF EXAM	EXAM TITLE	NUMBER OF CANDIDATES	COLLECTED	NUMBER OF EXAMINERS	COST	RESULTS W P COM
W + P (N)	Small Engine Repair	4	800.00	2	604.00	P P
	Small Engine Repair					P P
	Small Engine Repair					P P
	Small Engine Repair					P P
W + P (P)	Welding	1	200.00	2	327.00	F P

$4,100.00 Total Fees Collected

4,163.91 Total Cost

$ - 63.91 Net Loss

Pass/Fail Rate - .550 Pass

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

SUMMER GROUP TESTING

July 28, August 3-4-6, 1979

TYPE OF EXAM	EXAM TITLE	NUMBER OF CANDIDATES	COLLECTED	NUMBER OF EXAMINERS	COST	RESULTS W	P	COM
W + P (N)	AC/Refrigeration	1	200.00	2	195.00	P	P	
W + P (N)	Auto Body Repair	1	200.00	2	326.00	P	P	
W + P (N)	Auto Mechanics	1	200.00	2	265.00	F	F	
W + P (N)	Cabinet Mkg./Millwork	1	200.00	2	255.00	P	P	
W + P (N)	Carpentry	4	800.00	2	762.00	P	P	
	Carpentry					P	F	
	Carpentry					F	P	
	Carpentry					P	P	
W + P (P)	Commercial Art	1	200.00	2	249.72	P	F	
COMMITTEE	Custodial Services	1	300.00	3	225.00			P
W + P (N)	Electronics Com.	2	400.00	2	480.00	P	F	
	Electronics Com.					P	P	
W + P (N)	Industrial Electrician	1	200.00	2	215.00	P	P	

SUMMER GROUP TESTING
July 28, August 3-4-6, 1979

TYPE OF EXAM	EXAM TITLE	NUMBER OF CANDIDATES	COLLECTED	NUMBER OF EXAMINERS	COST	RESULTS W P COM
W + P (N)	Machine Trades	1	200.00	2	313.54	F F
W + P (N)	Quantity Foods	2	400.00	2	432.00	F F
	Quantity Foods					F F
W + P (N)	Small Engine Repair	3	600.00	2	455.00	F P
	Small Engine Repair					P P
	Small Engine Repair					P P
W + P (P)	Welding	3	600.00	2	495.00	F F
	Welding					P P
	Welding					F F

$4,500.00 Total Fees Collected
4,668.26 Total Cost
- $ 168.26 Net Loss

Pass/Fail Rate - .500 Passed

Cumulative Pass/Fail Rate - .520 Passed

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

GENERAL TEST DATA

Written Examination Pass Rate	.615
Performance Examination Pass Rate	.666
Total Cumulative Pass Rate	.538

Mean Occupational Work Experience of Candidates Assessed	13.2 Years
Mean Teaching Experience of Candidates Assessed	5.2 Years

Assessed Candidates Currently Teaching	80%
Assessed Candidates Preparing to Teach	20%

SECTION III

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

OBJECTIVE III

OBJECTIVE

Select examiners from applicants and conduct an in-service workshop for selected examiners.

OUTCOME

Selected examiners will be trained in methods of administering occupational competency assessments.

Thirty-five master examiners were certified this year. The MOCAC director selected the most qualified examiners from the applicants. These examiners were certified after it was determined they had met the criteria outlined in the MOCAC State Policy Manual and had administered an occupational competency examination to validate their competence as examiners. The examiners certified this year represent a broad spectrum of secondary vocational teachers, community college teachers, college teachers, and individuals from business and industry across the state. Included in this section is a list of the MOCAC Master Examiners.

Each master examiner is presented with a MOCAC Master Examiner Certificate which is signed by the V-TECS state director and the MOCAC director. They are encouraged to display the certificates where the examinations are administered.

The MOCAC conducted its first annual examiner workshop this year. Examiners were present from all over the state. Activities at the workshop included: awarding of master examiner certificates, discussion of examination techniques, and the initiation of examination revision.

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OBJECTIVE III (con't)

Fifteen occupational competency examinations were selected for revision this year; eight have been completed. The revision actively represents the first time in history that Michigan has had direct input on national occupational competency examinations--examinations that are used in this state and in other states across the country to ensure the occupational competence of vocational teachers. Included in this section are letters informing the examiners about the workshop and materials from the workshop.

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MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FERRIS STATE COLLEGE

EXAMINERS

AC/Refrigeration

Fred L. Lawrence
Trade & Ind. Annex 106
Ferris State College
Big Rapids, MI 49307

Russell C. Stevens, Jr.
Trade & Ind. Annex 106
Ferris State College
Big Rapids, MI 49307

Appliance Repair

Stanley Gregory
Gregory's General Repair
Route 2
LeRoy, MI 49655

Richard E. Hornby
Michigan Cons. Gas Co.
609 Bjornson - Dock B
Big Rapids, MI 49307

Glen R. Ward
Michigan Cons. Gas Co.
218 Maple Street
Big Rapids, MI 49307

Auto Body Repair

James A. Bigelow
West Building 100
Ferris State College
Big Rapids, MI 49307

Gary L. Edgerly
West Building 100
Ferris State College
Big Rapids, MI 49307

Auto Mechanics

Peter H. Alley
Trade & Ind. Center 106
Ferris State College
Big Rapids, MI 49307

Ronald L. Neiderheide
West Building 106
Ferris State College
Big Rapids, MI 49307

William A. Routley
West Building 225
Ferris State College
Big Rapids, MI 49307

Clifford L. Samuels
West Building 225
Ferris State College
Big Rapids, MI 49307

William D. Wagner
Trade & Ind. Center 109
Ferris State College
Big Rapids, MI 49307

Business Machine Maintenance

Ronald J. Gilbert
(passed away 8/15/79)

Robert F. Truman
Big Rapids Business Machines
603 North State St.
Big Rapids, MI 49307

Cabinet Making & Millwork

John H. Erion, Jr.
Trade & Ind. Annex 107
Ferris State College
Big Rapids, MI 49307

Richard C. Fry
Trade & Ind. Annex 107
Ferris State College
Big Rapids, MI 49307

Carpentry

John Erion & Richard Fry
(listed above)

M. Kenneth Martin
Trade & Ind. Annex 107
Ferris State College
Big Rapids, MI 49307

Commercial Art

Charles Brey
Swan Building 411
Ferris State College
Big Rapids, MI 49307

Leigh J. Brown
Swan Building 112
Ferris State College
Big Rapids, MI 49307

Cosmetology

Robert R. Davis
West Building 102
Ferris State College
Big Rapids, MI 49307

Donna Jean TenBrink
Prakken Building 219
Ferris State College
Big Rapids, MI 49307

Custodial Services

Richard Crane
Genesee Area Skill Center
G-5081 Torrey Rd.
Flint, MI 48507

James Dowen
1301 Mackin Road
Flint, MI 48503

Warren Lasley
1212 Boston
Flint, MI 48503

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

EXAMINERS

Electrical Installation

Industrial Electrician

Deanna Hanieski
Engineering/Technology Dept.
Lansing Community College
Lansing, MI 48914

Luke D. Lillmars
Agriculture/Engineering Dept.
Michigan State University
East Lansing, MI 48824

Electronics Communications

James C. Hewett
Engineering/Technology Dept.
Lansing Community College
Lansing, MI 48914

Roger J. Rowe
Engineering/Technology Dept.
Lansing Community College
Lansing, MI 48914

General Drafting

Raymond W. Cross
Swan Building 501-A
Ferris State College
Big Rapids, MI 49307

Donald L. Rynearson
Swan Building 501-B
Ferris State College
Big Rapids, MI 49307

Machine Trades

Hal G. Hopper
Johnson Hall 104
Ferris State College
Big Rapids, MI 49307

Peter J. Smania
Swan Building 107
Ferris State College
Big Rapids, MI 49307

Printing

Bert A. Lindback
Swan Building 220
Ferris State College
Big Rapids, MI 49307

William J. Papo
Swan Building 220
Ferris State College
Big Rapids, MI 49307

Quantity Food Preparations

Gilbert H. Cobb
South Commons
Ferris State College
Big Rapids, MI 49307

David L. Tucker
South Commons
Ferris State College
Big Rapids, MI 49307

Small Engine Repair

Daniel J. LaChonce
Wexford-Missaukee Area
Vocational Center
9901 East 36 Road
Cadillac, MI 49601

Richard D. Marine
Wexford-Missaukee Area
Vocational Center
9901 East 36 Road
Cadillac, MI 49601

Welding

William J. Beegle
Swan Building 112-A
Ferris State College
Big Rapids, MI 49307

Roger F. Kennedy
Swan Building 112-A
Ferris State College
Big Rapids, MI 49307

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

1979 EXAMINER WORKSHOP

DATE: Saturday, July 14, 1979

TIME: 10:00 a.m. - 4:00 p.m.

LOCATION: Charwood Inn - Four miles north of Big Rapids on US 131

AGENDA

9:00 a.m. Coffee and Rolls

10:00 a.m. Opening Session - Mr. Scott D. Whitener, MOCAC Director

A. Welcome and Introductions
B. MOCAC State Program
C. Examination Results
D. Importance of Performance Examiners

11:00 a.m. Examination Administration - Mr. Gerald W. Funk, Coordinator of Occup. Competency Assessment in Pennsylvania

A. Examiner Techniques
B. Examination Techniques
C. Proven Practices in Pennsylvania

12:00 p.m. Lunch

1:00 p.m. Examination Revision - Mr. Gerald W. Funk
Mr. Scott D. Whitener
Mr. Fred Swartz, Coordinator of Testing at FSC

A. Rationale
B. Guidelines
C. Item Writing

2:00 p.m. Examination Revision in Each Individual Occupational Group

3:45 p.m. Closing Statements

4:00 p.m. Meeting Adjourns

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

EXAMINATIONS EARMARKED FOR REVISION

AIR CONDITIONING/REFRIGERATION

AUTO BODY REPAIR

AUTO MECHANICS

CARPENTRY

COMMERCIAL ART

* COSMETOLOGY

DRAFTING

* ELECTRONICS COMMUNICATIONS

* INDUSTRIAL ELECTRICIAN

* INDUSTRIAL ELECTRONICS

* MACHINE TRADES

* PRINTING

* QUANTITY FOOD PREPARATIONS

SMALL ENGINE REPAIR

* WELDING

* REVISION COMPLETE

GUIDELINES FOR REVIEW OF NOCTI EXAMS

Technological developments, coupled with changes in trade practices, result in the need to periodically review, and possibly update, NOCTI exams. So that each reviewer may proceed with this task in a similar manner, the following criteria should be applied when making judgments regarding what should be removed, added, or modified.

REMOVED

Items or jobs which are no longer found in general practice (found in less than 25 percent of the trade).

ADDED

Items or jobs which are gaining acceptance in at least 25 percent of the trade.

MODIFIED

Changes within existing items or jobs which correct inaccuracies, improve clarity, increase precision, or reflect current practice more appropriately.

When an item or job meets one or more of these criteria, the following steps should be taken:

1. Identify the item by test occupation, item number, and page number.
2. State briefly the nature of the problem with the item.
3. Describe fully the recommended change. The new item should be presented in the exact form that it is to appear on the test.
4. State how the replacement item tends to improve the exam. For example: What knowledges, understandings, or skills are tested by the new item?
5. A multiple-choice format, offering four responses per item, is required for written test items.

6. Where jobs are being recommended for a performance test, the following details are also needed:

   A. Description of job to be accomplished.

   B. Criteria for determining:

      i. The processes used (at least four)

      ii. The results achieved (at least four)

   C. A value for each criterion on a five-point scale (5-25)

   D. List of materials required.

   E. List of tools and equipment needed.

   F. If a technical drawing is needed, it should be included.

   G. Any special instructions needed by the evaluator for set-up or test administration.

7. When a job is being replaced, the substitute task should come as close to the original task as possible, in terms of time required to accomplish the job, total point value, and costs for materials. The new task should test skills and understandings, of importance to the trade, which can only be perfected with years of experience in the occupation.

COMPETENCY VS. CURRENCY

When contemplating a change, it is important to keep in mind that certain practices, although current, may not be used widely in the field. Also, some practices which have been used for a long time may still be widely applied in the field. There are no hard and fast rules to apply here, although when in doubt, apply the 25 percent criterion. If in doubt, make a recommendation. Your recommendation will then be subjected to additional reviews at a later date.

INNOVATIVE APPROACHES

There will be times when some innovative approach to question formulation may be in order. When this occurs, the item(s) should be formulated and a justification given describing the benefits of the new approach. For example,

it may be possible to think of a job which could be substituted for one or more jobs. Efficiency and effectiveness are criteria that apply in these cases. The new item also might be constructed to measure characteristics not covered on the present exam but which are deemed essential.

It will be easier to implement changes which are formatted similarly to the original test items, but this should not preclude alternate approaches if their benefits appear to be great enough to justify the innovation.

When the reviews have been completed, all materials, including test booklets and recommendations, should be returned to:

Test Development Section
NOCTI
45 Colvin Avenue
Albany, NY 12206

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FERRIS STATE COLLEGE

TO:

FROM: Scott D. Whitener

RE: Summer Occupational Competency Examinations/Examiner Workshop

DATE: June 15, 1979

The summer occupational competency examinations will be administered on Saturday, July 28, 1979. Please check this date with your schedule and return the enclosed card as soon as possible.

The closing date for candidate registration is July 14, so I don't know at this time how many candidates we will have or what areas will be utilized. Based on the inquiries we have received, I am confident we will have a large registration in a variety of areas.

An examiner workshop is being planned for Saturday, July 14, 1979, from 10:00 a.m. to 3:00 p.m. at the Charwood Inn, located just north of Big Rapids on 131. A $50 fee will be paid to all examiners who attend the workshop and lunch will be provided. The purpose of the workshop is to:

1. Discuss examination techniques
2. Provide you with the names and number of candidates for the July 28 examinations
3. Start examination revision, for which we have set aside additional monies
4. Provide you with an opportunity to discuss any concerns you may have about the assessment process.

Representatives from the National Occupational Competency Testing Institute (NOCTI) and the Pennsylvania State Occupational Competency Testing Program will be attending the workshop to help initiate the examination revision and answer any questions you may have about the examinations.

I will be sending you an agenda as soon as it has been finalized. If you have any specific requests for the agenda, please send them to me. Please indicate on the enclosed card if you will be available to serve as an examiner on July 28, and if you will be attending the workshop on July 14.

You, as performance examiners, are the most important component of the assessment program in Michigan. I would encourage you to attend the workshop. This is the first time in Michigan history that we will have an opportunity to have revision input on national examinations.

Hope to see you soon.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FERRIS STATE COLLEGE

MEMORANDUM

TO:

FROM: Scott D. Whitener

RE: MOCAC Examiner Workshop

DATE: June 22, 1979

The first MOCAC Examiner Workshop will be held on Saturday, July 14, 1979, from 10:00 a.m. to 4:00 p.m. at the Charwood Inn which is located on US 131 four miles north of Big Rapids.

The purpose of the workshop is to:

1. Discuss examination/examiner techniques.
2. Provide the examiners with an opportunity to discuss any concerns they may have about the assessment process.
3. Start examination revision.

It appears that there will be 100 percent participation, and I am looking forward to our first annual workshop.

llh

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

MEMORANDUM

TO: All MOCAC Master Examiners

FROM: Scott D. Whitener, Director

RE: Examination Revision

DATE: August 13, 1979

As you know, one of the most important activities that we have undertaken this year is the revision of the scopes and both the written and performance portions of the occupational competency examinations. I cannot overemphasize the importance of your role in this process.

For the first time, you, as master examiners, have an opportunity to revise and upgrade national examinations--examinations that are used in this state and nationally to ensure the trade competency of present and future vocational instructors.

The deadline date for returning your revision sheets is August 15; however, if you need more time, please let me know. The importance of the process far exceeds the time consideration.

When you return the materials, please make sure:

1. You have made your comments on the appropriate form, and all parts of the form are filled out.

2. You return all of the sample test booklets.

3. You submit the number of hours you have spent on revision; you will be reimbursed at the rate of $10 per hour.

Thank you for your prompt consideration of this matter; it is always a pleasure working with you.

llh

SECTION IV

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

OBJECTIVE IV

OBJECTIVE

Select and certify no less than five off-campus examination sites at facilities designed for the administration of specific competency examinations.

OUTCOME

Applicants for competency assessments will have a variety of locations from which to choose in order to complete their assessments.

Sixteen examination sites for the administration of occupational competency examinations were certified this year. Each site, before becoming certified as a MOCAC Examination Site, was visited and inspected by the MOCAC director to ensure that it met all of the criteria outlined in the MOCAC State Policy Manual. MOCAC Certified Examination Sites represent a broad spectrum of facilities throughout the state. Sites are located in skill centers, colleges, community colleges, and business and industry. Included in this section is a list of the MOCAC Certified Examination Sites.

Each MOCAC Examination Site is awarded a certificate which is signed by the V-TES state director and the MOCAC director. The certificate is to be displayed in the laboratory where the examinations are administered.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
FERRIS STATE COLLEGE - BIG RAPIDS, MI 49307

EXAMINATION SITES

Air Conditioning/Refrigeration

101 Trade & Industrial Annex
Ferris State College

Appliance Repair

Gregory's General Repair
Route 2
LeRoy, MI 49655

Auto Body Repair

123 Trade & Industrial Center
Ferris State College

Auto Mechanics

106 Trade & Industrial Center
Ferris State College

Business Machine Maintenance

Big Rapids Business Machines
603 North State Street
Big Rapids, MI 49307

Cabinet Making and Millwork

107 Trade & Industrial Annex
Ferris State College

Carpentry

107 Trade & Industrial Annex
Ferris State College

Commercial Art

413 Swan Building
Ferris State College

Cosmetology

Alumni Building
Ferris State College

Custodial Services

Southwestern High School
1420 W. Twelfth Street
Flint, MI 48504

Electrical Installation

309 Vocational Technical Bldg.
Lansing Community College
Lansing, MI 48914

Electronics Communications

306 Vocational Technical Bldg.
Lansing Community College
Lansing, MI 48914

General Drafting

501 Swan Building
Ferris State College

Industrial Electrician

309 Vocational Technical Bldg.
Lansing Community College
Lansing, MI 48914

Machine Trades

116 Swan Building
Ferris State College

Printing

220 Swan Building
Ferris State College

Quantity Food Preparations

South Commons
Ferris State College

Small Engine Repair

Wexford-Missaukee Area
Vocational Center
9901 East 36 Road
Cadillac, MI 49601

Welding

112 Swan Building
Ferris State College

SECTION V

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

OBJECTIVE V

OBJECTIVE

Develop and implement a follow-up system for persons completing an occupational assessment.

OUTCOME

A data base will be established to facilitate examination development and establish procedures for future examination administration.

A follow-up instrument was developed and sent to every person who participated in a MOCAC occupational competency assessment this year. The survey instrument is included in this section.

A procedure has been implemented which dictates that at the end of each year this instrument will be sent to all candidates who have participated in an occupational assessment.

This section includes the results of the first-year follow up survey. These results will be presented to the State Advisory Committee at the next meeting and can be used as a guide for future policy decisions.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FERRIS STATE COLLEGE

MEMORANDUM

TO:

FROM: Scott D. Whitener, Director

RE: Examination Feedback

DATE: September 28, 1979

During the past year, you participated in an occupational competency assessment administered through the MOCAC Program, and we trust it was a positive experience for you.

In an effort to make the MOCAC Program as efficient as possible, we need your help! Feedback in relation to your examination experience will be invaluable to us in ensuring the continued success of the assessment program. Many MOCAC policies and operational decisions are influenced by candidate follow-up feedback. This is your opportunity to express your feelings about the MOCAC assessment process.

Please take a few minutes and fill out the enclosed follow-up survey and return it to us in the enclosed envelope as soon as possible. I am looking forward to hearing from you.

Thank you!

llh

Enclosures 2

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
EXAMINATION FOLLOW-UP SURVEY

Name_____ Occupational Examination_____

Occupation_____ Employer_____

Fill In

1. If you received credit from a college or university for the exam, how much did you receive?

   _____quarter hours _____semester hours

2. From which institution did you receive credit?_____

3. If you have a degree, from which institution did you receive it?

   _____

Circle Your Answer

4.	If you received college or university credit, do you feel the amount awarded was fair and adequate?	yes	no	uncertain
5.	If you did not receive college credit as a result of scoring below the minimum passing score levels, did your advisor stipulate that credit would be granted if you successfully re-take the exam, or take additional course work, or obtain additional work experience?	yes	no	uncertain
6.	Are you currently teaching?	yes	no	uncertain
7.	Are you currently a student preparing to teach?	yes	no	uncertain
8.	Did you receive pre-test counseling?	yes	no	uncertain
9.	Was the pre-test information adequate?	yes	no	uncertain
10.	Did you receive post-test counseling?	yes	no	uncertain
11.	Was the post-test counseling adequate?	yes	no	uncertain
12.	Were your test scores adequately explained?	yes	no	uncertain
13.	Were the facilities, equipment, tools, supplies, etc., satisfactory where the performance exam was administered?	yes	no	uncertain

14. During the performance exam, did the examiners' behavior give you any reason to feel your evaluation may not be a fair one? yes no uncertain

15. Were the facilities satisfactory where the written exam was administered? yes no uncertain

16. Are you currently pursuing a degree at a teacher education institution? yes no uncertain

17. If you had not had the opportunity to test out of your major, would you have taken the course work? yes no uncertain

18. Has the MOCAC been helpful to you in the pursuit of your educational/career objectives? yes no uncertain

19. How would you rate the written part of the exam?

excellent good fair poor

20. How would you rate the performance part of the exam?

excellent good fair poor

21. How would you rate the method by which the performance exam was administered?

excellent good fair poor

22. What was your educational level at the time of the exam?

High School Associate Bachelor Master Educational Specialist

23. Where did you complete your occupational preparation?

On the Job High School Technical School

University College Community College

24. How far did you drive to the exam site? (miles one way)

0-25 26-50 51-75 76-100 101-150 151 or more

Committee Assessment Candidates Only

25. How would you rate the committee assessment process?

excellent good fair poor

COMMENTS: _____

_____

_____

_____

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FIRST-YEAR FOLLOW UP

PURPOSE

To gain meaningful information from all individuals who have taken occupational examinations during the past year in an effort to aid in the development and operation of the Michigan Occupational Competency Assessment Center.

APPROACH USED

On Friday, September 7, 1979, a 25-item follow-up instrument was sent out to all persons who participated in a MOCAC occupational competency assessment during the past year. Approximately three weeks later, a second copy of the follow up was sent to those persons who did not respond to the first one. I established October 30, 1979, as the cut-off date. The data was then analyzed, and this final report was assembled.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FIRST-YEAR FOLLOW UP

	N	%
Number of exams given	48	100
Follow-up responses	24	50

1. If you received credit from a college or university for the exam, how much did you receive?

45 quarter hours	3	12
60 quarter hours	4	17
27 semester hours	1	4
30 semester hours	3	12
Credit pending	13	54

2. From which institution did you receive credit?

Ferris State College	6	25
Wayne State University	4	17
Siena Heights College	2	8
Michigan State University	1	4
Northern Michigan University	1	4
Jackson Community College	1	4
Did not respond	10	42

3. If you have a degree, from which institution did you receive credit?

Wayne State University	3	12
University of Michigan	1	4
Michigan State University	1	4
Northern Michigan University	1	4
Jackson Community College	1	4
No degree	17	71

4. If you received college or university credit, do you feel the amount awarded was fair and adequate?

	Yes	No	Uncertain	Did not respond
N -	11	2	4	7
% -	46	8	17	29

5. If you did not receive college credit as a result of scoring below the minimum passing score levels, did your advisor stipulate that credit would be granted if you successfully re-take the exam, or obtain additional work experience?

	Yes	No	Uncertain	Did not respond
N -	3	3	3	15
% -	12	12	12	62

6. Are you currently teaching?

	Yes	No	Uncertain	Did not respond
N -	19	5	0	0
% -	79	21	0	0

7. Are you currently a student preparing to teach?

	Yes	No	Uncertain	Did not respond
N -	6	14	0	4
% -	25	58	0	17

8. Did your receive pre-test counseling?

	Yes	No	Uncertain	Did not respond
N -	10	12	2	0
% -	42	50	8	0

9. Was the pre-test information adequate?

	Yes	No	Uncertain	Did not respond
N -	10	8	1	5
% -	42	33	4	21

10. Did you receive post-test counseling?

	Yes	No	Uncertain	Did not respond
N -	6	15	1	2
% -	25	62	4	8

11. Was the post-test counseling adequate?

	Yes	No	Uncertain	Did not respond
N -	5	7	1	11
% -	21	29	4	46

12. Were your test scores adequately explained?

	Yes	No	Uncertain	Did not respond
N -	15	8	0	1
% -	62	33	0	4

13. Were the facilities, equipment, tools, supplies, etc., satisfactory where the performance exam was administered?

	Yes	No	Uncertain	Did not respond
N -	16	6	1	1
% -	67	25	4	4

14. During the performance exam, did the examiners' behavior give you any reason to feel your evaluation may not be a fair one?

	Yes	No	Uncertain	Did not respond
N -	1	20	3	0
% -	4	83	12	0

15. Were the facilities satisfactory where the written exam was administered?

	Yes	No	Uncertain	Did not respond
N -	24	0	0	0
% -	100	0	0	0

16. Are you currently pursuing a degree at a teacher education institution?

	Yes	No	Uncertain	Did not respond
N -	11	12	1	0
% -	46	50	4	0

17. If you had not had the opportunity to test out of your major, would you have taken the course work?

	Yes	No	Uncertain	Did not respond
N -	8	4	8	4
% -	33	17	33	17

18. Has the MOCAC been helpful to you in the pursuit of your educational/ career objectives?

	Yes	No	Uncertain	Did not respond
N -	17	3	4	0
% -	71	12	17	0

19. How would you rate the written part of the exam?

	Excellent	Good	Fair	Poor
N -	5	8	8	3
% -	21	33	33	12

20. How would you rate the performance part of the exam?

	Excellent	Good	Fair	Poor	Did not respond
N -	8	7	5	2	1
% -	33	29	21	8	4

21. How would you rate the method by which the performance exam was administered?

	Excellent	Good	Fair	Poor
N -	11	7	3	3
% -	46	29	12	12

22. What was your educational level at the time of the exam?

	High School	Associate	Bachelor	Master	Edu. Specialist	None
N -	9	6	2	5	1	1
% -	37	25	8	21	4	4

23. Where did you complete your occupational preparation?

	N	%
On the job	22	92
High School	0	0
Technical School	0	0
University	2	8
College	0	0
Community College	0	0

24. How far did you drive to the exam site? (miles one way)

0-25	0	0
26-50	0	0
51-75	2	8
76-100	3	12
101-150	4	17
151 +	15	62

<u>Committee Assessment Candidates Only</u> - three candidates

25. How would you rate the committee assessment process?

	Excellent	Good	Fair	Poor
N -	1	1	1	0
% -	33	33	33	0

SECTION VI

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

OBJECTIVE VI

OBJECTIVE

Develop a statewide test score norming table for each assessment.

OUTCOME

Cutoff scores for successful completion of competency assessments will be established.

Forty-eight occupational competency examinations were administered this year. In addition, two retakes were administered on the written portions of the examinations. This represents the largest number of occupational competency examinations ever given in a one-year period in Michigan.

Included in this section is a comprehensive MOCAC State Test Score Norms Table which includes all of the 48 candidates. A word of caution--the normative data with an "N" of less than five (5) should be considered not significant. In those occupational areas with an "N" of more than five (5), the Michigan mean scores are very close to the national mean scores--which reinforces the current cut-score policy.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
1978-1979 STATE NORM TABLE

EXAMINATIONS	EXAM TYPE	NUMBER OF CANDIDATES	MICHIGAN MEAN WRITTEN/PERFORMANCE		NATIONAL MEAN WRITTEN/PERFORMANCE		MICHIGAN MINIMUM PASSING SCORES NAT. MEAN-STD. ERROR WRITTEN/PERFORMANCE	
AC/Refrigeration	N	2	66.3	77.5	68.2	82.6	67.5	81.3
Auto Body Repair	N	5	70.1	94.1	69.5	85.3	68.9	84.4
Auto Mechanics	N	5	66.1	73.2	65.4	78.2	65.0	77.6
Appliance Repair	P+C	1	54.1	--	56.8	--	52.1	--
Business Machine Maint.	P+C	1	73.8	--	70.0	--	70.0	--
Cabinet Making Millwork	N	1	66.2	88.2	60.2	78.8	59.1	76.7
Commercial Art	P	1	87.2	66.8	70.0	70.0	70.0	70.0
Carpentry	N	6	73.2	73.0	73.1	66.0	72.6	64.9
Cosmetology	N	1	80.0	82.0	72.0	79.6	71.2	78.7
Custodial Services	C	1	--	--	--	--	--	--
General Drafting	P	1	67.5	39.0	48.5	89.0	43.1	83.0
Electronics Com.	N	4	70.6	81.8	69.5	83.1	68.1	81.4
Elect. Installation	N	1	44.1	71.3	54.1	72.4	53.4	70.8
Ind. Electrician	N	1	78.0	88.8	69.2	80.8	67.8	79.1
Machine Trades	N	1	53.7	49.8	58.1	67.9	57.6	66.8
Printing	N	1	51.1	91.1	51.7	77.8	50.7	76.4
Quantity Foods	N	3	55.4	76.6	61.0	77.7	60.0	75.4
Small Engine Repair	N	7	73.7	98.3	73.7	77.4	72.9	75.3
Welding	P	5	66.8	49.1	71.4	62.3	66.5	51.6

SECTION VII

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

OBJECTIVE VII

OBJECTIVE

Update the present MOCAC Slide-tape and Brochure

OUTCOME

The slide-tape and brochure will be changed to reflect current needs.

The MOCAC Brochure was updated this year to reflect current needs. We feel that the new brochure is very clear and concise, and the feedback we have received confirms this fact. Most of the pictures in the brochure were taken during the occupational competency examinations which were administered this year.

The MOCAC Brochure has been widely distributed across the state during the past year. Copies were sent to every annually authorized vocational teacher, vocational administrator, vocational teacher educator, and community college technical dean in the state. A brochure is included in this section.

The MOCAC Slide-tape was updated this year to reflect current needs. Many of the pictures included in the revised slide-tape presentation were taken while candidates were participating in occupational competency assessments during the year. The narrative section has been revised to clarify the MOCAC eligibility requirements. A new narrator and background music have improved the overall quality of the presentation.

During the year, I gave slide-tape presentations all over the state when speaking to various groups about the MOCAC. A copy of the slide-tape was distributed to each teacher education contact person. In addition, NOCTI and two states have purchased copies of the MOCAC Slide-tape.

Michigan Occupational Competency Assessment Center

Ferris State College

Michigan Department
Of Education
Vocational Technical
Education Service

BEST COPY AVAILABLE

SECTION VIII

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

OBJECTIVE VIII

OBJECTIVE

Conduct assessments for applicants no less than three times during the fiscal year.

OUTCOME

All applicants will be provided the opportunity to be assessed at their convenience in terms of time.

The MOCAC administered group examinations three times during the year. In addition, as indicated in the brochure, the MOCAC is prepared to administer occupational competency examinations at any time to better serve the candidates.

The first MOCAC group examinations were administered on November 11, 1978. The second group examinations were administered on March 31 and April 7, 1979. The third group examinations were administered on July 28, August 3, 4, and 6, 1979. This section includes: type of examination used, examination site location, candidate's teacher education institution, and pass/fail results for each candidate.

Prior to each MOCAC group examination, letters indicating the date of the upcoming assessment are sent to the prospective candidates on our mailing list, the V-TES, and all vocational teacher educator contact persons. Copies of these letters are included in this section.

The MOCAC administered 50 occupational competency examinations this year; this represents the largest number of occupational competency examinations ever given in a one-year period in Michigan. The cumulative pass rate for the year was 5.4 of 10. Of the candidates who have participated in the MOCAC Program, approximately 80% are currently teaching, and approximately 20% are preparing to teach.

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MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

EXAMINATION BREAKDOWN

FALL EXAMINATIONS

November 11, 1978

EXAMINATION TITLE	EXAMINATION TYPE	EXAMINATION SITE	TEACHER ED. INSTITUTION	RESULTS
Appliance Repair	W/C-P+C	Ferris	Ferris	F
Auto Body Repair	W/P-N	Ferris	Siena Heights	P
Auto Mechanics	W/P-N	Ferris	U of M, Flint	P
Electrical Inst.	W/P-N	LCC	Kirtland CC	F
Electronics Com.	W/P-N	LCC	Ferris	P
Welding	W/P-P	Ferris	U of M, Flint	P/F

W/P - Written/Performance
P - Penn State Examination
N - NOCTI Examination
C - Committee Assessment

Currently Teaching	3 - 50%
Preparing to Teach	2 - 33%
Not Related to Teaching	1 - 17%
Ferris Candidates	2 - 33%

Michigan Occupational Competency Assessment Center
Ferris State College, 309 Johnson Hall, Big Rapids, MI 49307
Telephone - 616-796-9971/Ext. 287

Dear Candidate:

On Saturday, November 11, 1978, you will be participating in an occupational competency assessment. Enclosed, please find a ticket of admission--please bring it with you on the day of the examination.

If you wish to come up the Friday before the examination, you should contact one of the following motels as soon as possible: Best Western College Inn, (616) 796-8608; or Big Rapids Motel, (616) 796-8614. Both are located on U.S. 131 near Ferris State College.

I will be available all day Friday if you wish to visit your examination site. If you have any questions, please don't hesitate to contact me. I am looking forward to meeting you.

Please check below to see if you have sent the necessary materials to the Center. If not, please send them as soon as possible.

___ A completed registration form has not been received.

___ Payment in full has not been received.

___ A referral form has not been received from your contact person at the institution you plan to attend.

___ Documentation of your work experience is not on file at the Center. (for those who are not going through an institution)

___ All required materials have been received.

Sincerely,

Scott D. Whitener

Scott D. Whitener, Director
Michigan Occupational
Competency Assessment Center

llh

Enclosure

Michigan Occupational Competency Assessment Center
Ferris State College, 309 Johnson Hall, Big Rapids, MI 49307
Telephone 616-796-9971/Ext. 287

September 27, 1979

Dear Colleague:

The Michigan Occupational Competency Assessment Center will be administering occupational competency assessments on Saturday, November 11, 1978.

If you are interested in participating in an occupational assessment and wish to receive academic credit, please make arrangements for a pre-test counseling session with the contact person at your teacher education institution. If you are not interested in receiving credit at this time, simply contact us, and pre-test counseling will be handled by the Center.

After the pre-test counseling, please send the MOCAC your completed registration form, along with a check payable to MOCAC, Ferris State College, before October 28, 1978. We will send you confirmation of your registration, specific time and location of the examination, and an admission ticket prior to the assessment date.

If you have any questions or need additional materials, please don't hesitate to contact us.

Sincerely,

Scott D. Whitener

Scott D. Whitener, Director
Michigan Occupational
Competency Assessment Center

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MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

EXAMINATION BREAKDOWN

SPRING EXAMINATIONS - MARCH 31, 1979

EXAMINATION TITLE	EXAMINATION TYPE	EXAMINATION SITE	TEACHER ED. INSTITUTION	RESULTS
AC/Refrigeration	W/P-N	Ferris	U of M, Flint	F
Auto Body Repair	W/P-N	Ferris	U of M, Flint	F/P
Auto Body Repair	W/P-N	Ferris	Ferris	P
Auto Body Repair	W/P-N	Ferris	L/Administrator	P
Auto Mechanics	W/P-N	Ferris	L/Administrator	P/F
Auto Mechanics	W/P-N	Ferris	Ferris	F
Auto Mechanics	W/P-N	Ferris	Ferris	P
Bus. Mach. Maint.	W/C-P+C	Ferris/BR	Siena Heights	P
Carpentry	W/P-N	Ferris	L/Administrator	F
Carpentry	W/P-N	Ferris	Wayne State	F/P
Cosmetology	W/P-N	Ferris	N/A	P
Electronics Com.	W/P-N	LCC	Wayne State	F
General Drafting	W/P-P	Ferris	Ferris	P/F
Printing	W/P-N	Ferris	L/Administrator	P
Quantity Foods	W/P-N	Ferris	N/A	P
Small Eng. Repair	W/P-N	Wex/Mis	Ferris	P
Small Eng. Repair	W/P-N	Wex/Mis	Ferris	P
Small Eng. Repair	W/P-N	Wex/Mis	Ferris	P
Small Eng. Repair	W/P-N	Wex/Mis	Ferris	P
Welding	W/P-P	Ferris	Industry	F/P

W/P - Written/Performance
P - Penn State Examination
N - NOCTI Examination
C - Committee Assessment

Currently Teaching	20 - 77%
Preparing to Teach	5 - 20%
Not Related to Teaching	1 - 3%
Ferris Candidates	9 - 35%

Michigan Occupational Competency Assessment Center
Ferris State College, 309 Johnson Hall, Big Rapids, MI 49307
Telephone - 616-796-9971/Ext. 287

Dear Candidate:

On Saturday, March 31, 1979, you will be participating in an occupational competency assessment. Enclosed, please find a ticket of admission--please bring it with you on the day of the examination.

If you wish to come up the Friday before the examination, you should contact one of the following motels as soon as possible: Best Western College Inn, (616) 796-8608; or Big Rapids Motel, (616) 796-8614. Both are located on U.S. 131 near Ferris State College.

I will be available all day Friday if you wish to visit your examination site. If you have any questions, please don't hesitate to contact me. I am looking forward to meeting you.

Please check below to see if you have sent the necessary materials to the Center. If not, please send them as soon as possible.

___ A completed registration form has not been received.

___ Payment in full has not been received.

___ A referral form has not been received from your contact person at the institution you plan to attend.

___ Documentation of your work experience is not on file at the Center. (for those who are not going through an institution)

___ All required materials have been received.

Sincerely,

Scott D. Whitener

Scott D. Whitener, Director
Michigan Occupational
Competency Assessment Center

llh

Enclosure

Michigan Occupational Competency Assessment Center
Ferris State College, 309 Johnson Hall, Big Rapids, MI 49307
Telephone · 616 796-9971/Ext. 287

February 21, 1979

Dear Colleague:

The Michigan Occupational Competency Assessment Center will be administering occupational competency assessments on Saturday, March 31, 1979.

If you are interested in participating in an occupational assessment and wish to receive academic credit, please make arrangements for a pre-test counseling session with the contact person at your teacher education institution. If you are not interested in receiving credit at this time, simply contact us, and pre-test counseling will be handled by the Center.

After the pre-test counseling, please send the MOCAC your completed registration form, along with a check payable to MOCAC, Ferris State College, before March 17, 1979. We will send you confirmation of your registration, specific time and location of the examination, and an admission ticket prior to the assessment date.

If you have any questions or need additional materials, please don't hesitate to contact us.

Sincerely,

Scott D. Whitener

Scott D. Whitener, Director
Michigan Occupational
Competency Assessment Center

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MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

EXAMINATION BREAKDOWN

SUMMER EXAMINATIONS - JULY 28, 1979

EXAMINATION TITLE	EXAMINATION TYPE	EXAMINATION SITE	TEACHER ED. INSTITUTION	RESULTS
AC/Refrigeration	W/P-N	Ferris	Ferris	P
Auto Body	W/P-N	Ferris	Ferris	P
Auto Mechanics	W/P-N	Ferris	Ferris	F
Cabinet Mkg./Mlwk.	W/P-N	Ferris	Wayne State	P
Carpentry	W/P-N	Ferris	Ferris	P
Carpentry	W/P-N	Ferris	Ferris	P
Carpentry	W/P-N	Ferris	Ferris	P/F
Carpentry	W/P-N	Ferris	Ferris	P
Custodial Services	C/C	Flint SW	U of M, Flint	P
Commercial Art	W/P-P	Ferris	Wayne State	P/F
Electronics Com.	W/P-N	LCC	U of M, Flint	P/F
Electronics Com.	W/P-N	LCC	Ferris	P
Ind. Electrician	W/P-N	LCC	Michigan State	P
Machine Trades	W/P-N	Ferris	Wayne State	F
Quantity Foods	W/P-N	Ferris	Siena Heights	F
Quantity Foods	W/P-N	Ferris	Siena Heights	F
Small Engine Repair	W/P-N	Wex/Mis	U of Michigan	P
Small Engine Repair	W/P-N	Wex/Mis	Michigan State	F/P
Small Engine Repair	W/P-N	Wex/Mis	Wayne State	P
Welding	W/P-P	Ferris	Wayne State	P
Welding	W/P-P	Ferris	Wayne State	F
Welding	W/P-P	Ferris	U of Michigan	F

W/P - Written/Performance
P - Penn State Examination
N - NOCTI Examination
C - Committee Assessment

Currently Teaching	34 - 71%
Preparing to Teach	13 - 27%
Not Related to Teaching	1 - 3%
Ferris Candidates	17 - 35%

Michigan Occupational Competency Assessment Center
Ferris State College, 309 Johnson Hall, Big Rapids, MI 49307
Telephone - 616-796-9971/Ext. 287

July 16, 1979

Dear Candidate:

On Saturday, July 28, 1979, you will be participating in an occupational assessment. Enclosed, please find a ticket of admission--please bring it with you on July 28.

If you wish to come up the Friday before the examination, you should contact one of the following motels as soon as possible: Best Western College Inn, (616) 796-8608; or Big Rapids Motel (616) 796-8614. Both are located on US 131 near Ferris State College.

I will be available all day Friday if you wish to visit your examination site. If you have any questions, please don't hesitate to contact me. I am looking forward to meeting you.

Please check below to see if you have sent the necessary materials to the Center. If not, please send them as soon as possible.

__ A completed registration form has not been received.

__ Payment in full has not been received.

__ A referral form has not been received from your contact person at the institution you plan to attend.

__ Documentation of your work experience is not on file at the Center. (for those who are not going through an institution)

__ All required materials have been received.

Sincerely,

Scott D. Whitener, Director
Michigan Occupational
Competency Assessment Center

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Enclosure

Michigan Occupational Competency Assessment Center
Ferris State College, 309 Johnson Hall, Big Rapids, MI 49307
Telephone - 616-796-9971/Ext. 287

May 30, 1979

Dear Colleague:

The Michigan Occupational Competency Assessment Center will be administering occupational competency assessments on Saturday, July 28, 1979.

If you are interested in participating in an occupational assessment and wish to receive academic credit, please make arrangements for a pre-test counseling session with the contact person at your teacher education institution. If you are not interested in receiving credit at this time, simply contact us, and pre-test counseling will be handled by the Center.

After the pre-test counseling, please send the MOCAC your completed registration form, along with a check payable to MOCAC, Ferris State College, before July 14, 1979. We will send you confirmation of your registration, specific time and location of the examination, and an admission ticket prior to the assessment date.

If you have any questions or need additional materials, please don't hesitate to contact us.

Sincerely,

Scott D. Whitener

Scott D. Whitener, Director
Michigan Occupational
Competency Assessment Center

11h

Michigan Occupational Competency Assessment Center
Ferris State College, 309 Johnson Hall, Big Rapids, MI 49307
Telephone - 616-796-9971/Ext. 287

May 30, 1979

Dear Colleague:

The Michigan Occupational Competency Assessment Center will be administering occupational competency assessments on Saturday, July 28, 1979.

Unfortunately, there is not an occupational competency examination in your area at this time. We will keep you on our mailing list in the event an examination is developed in the future.

If you have any questions or we can be of service, please don't hesitate to contact us.

Sincerely,

Scott D. Whitener

Scott D. Whitener, Director
Michigan Occupational
Competency Assessment Center

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SECTION IX

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

OBJECTIVE IX

OBJECTIVE

Conduct four State and three National Advisory Committee Meetings.

OUTCOME

Advisory committee members will be updated on progress and will provide necessary input to facilitate the operation of the Center.

The State Advisory Committee met three times this year, and a combined state and national meeting was held at the AVA Convention in Dallas. The committee was expanded this year to include two secondary vocational administrators and two secondary vocational teachers: one on full Vocational Authorization and one on Annual Authorization. This section includes a list of the State Advisory Committee members and agendas and minutes from the meetings.

The State Advisory Committee members have done an outstanding job of keeping the Center in tune with current events in the state, advising on policy decisions, promoting the MOCAC, and overall, making a tremendous contribution to the MOCAC.

The National Advisory Committee met three times this year: once in Dallas with the state committee and twice in Chicago. The committee was expanded this year to include input from the West Coast and Pennsylvania. This section includes a list of the National Advisory Committee members and agendas and minutes from the meetings.

The National Advisory Committee has done an excellent job of keeping the MOCAC abreast of national events and trends in occupational competency testing, and two members assisted the Center in the July examiner workshop.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

STATE ADVISORY COMMITTEE

Dr. Willard M. Bateson
Professor & Chairman
Industrial Teacher Edu.
Wayne State University
Detroit, MI 48202
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Mr. Thad E. Diebel
Dean of Applied Sciences
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Dr. George W. Ferns
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Ms. Donna J. Hurkley
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Sault Ste. Marie, MI 49783
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Mr. Daniel R. Manthei, Prin.
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& Technology
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Mr. Donald Yuvan
Machine Shop Instructor
Grand Ledge High School
Grand Ledge, MI 48837
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Mr. George Nelson
AC/Heating Instructor
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Sister Eileen Rice
Department of Teacher
Education
Siena Heights College
Adrian, MI 49221
Phone: (517) 263-0731

Dr. Charles Risher
Industrial Education
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Kalamazoo, MI 49008
Phone: (616) 383-4062

Dr. Ethel Smith
Occupational Education
Room 440, CROB
Univ. of Michigan, Flint
Flint, MI 48503
Phone: (313) 762-3000

Dr. George Storm
School of Education and
Learning Resources
Ferris State College
Big Rapids, MI 49307
Phone: (616) 796-9971

Mr. Fred Swartz (ex officio)
Coordinator of Testing
Johnson 112
Ferris State College
Big Rapids, MI 49307
Phone: (616) 796-9971

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

STATE ADVISORY COMMITTEE MEETING

Date: Thursday, February 1, 1979

Location: Delta West Room, Hilton Inn - 7501 W. Saginaw Highway, Lansing

AGENDA

10:00 a.m. Introduction of New Members

10:15 a.m. Current Status Report
- A. Second-Year Objectives
- B. National Advisory Committee Minutes
- C. Test Administration

11:00 a.m. Discussion of Policy
- A. State Policy Manual
- B. Reciprocity Agreement
- C. Assessment Eligibility Requirements

12:45 p.m. Lunch

1:45 p.m. Dealing with Assessment Results
- A. Score Reporting
- B. Failures
- C. Alternatives

3:00 p.m. Discussion of Examination Program Implementation
- A. Suggested Examiners and Sites
- B. Program Publicity
- C. Candidate Incentives

4:00 p.m. Summary
- A. Suggested Agenda Items for the Next National Advisory Committee Meeting
- B. Tentative Future Meeting Date and Location

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

STATE ADVISORY COMMITTEE MEETING

MINUTES

Date: February 1, 1979

Location: Hilton Inn, Lansing, Michigan

Members Present

Dr. Willard M. Bateson, Wayne State University; Mr. Thad E. Diebel, Schoolcraft College; Dr. George W. Ferns, Michigan State University; Mr. William King, State Department; Dr. O. Donald Meaders, Michigan State University; Dr. Ruby L. Meis, Eastern Michigan University; Dr. Charles Risher, Western Michigan University; Dr. George Storm, Ferris State College; Sr. Eileen Rice, Siena Heights College; Ms. Donna J. Hurkley, Royal Oak Public Schools; Mr. Daniel R. Manthei, Northwest Oakland Vocational Education Center; Mr. Donald Yuvan, Grand Ledge High School; Mr. George Nelson, Capitol Area Career Center.

Ex Officio Members Present

Dr. Edward Cory, State Department VTES; Dr. Arnold Loomis, Acting Director, State Department VTES; Dr. Thomas Cook, Dean, SELR Ferris State College; Dr. John R. Doneth, SELR Ferris State College.

Introductions

The meeting began with the introduction of the four new members: Ms. Donna Hurkley, Vocational Education Director, Royal Oak Public Schools; Mr. Daniel R. Manthei, Principal, Northwest Oakland Vocational Education Center; Mr. Donald Yuvan, Machine Shop Instructor, Grand Ledge High School; Mr. George Nelson, Heating/Air Conditioning Instructor, Capitol Area Career Center.

Current Status Report

A current status report was given which addressed each one of the MOCAC Second-Year Objectives.

The results of the November 11, 1978, MOCAC Examinations were reported. Examinations were administered in six occupational areas: auto body, auto mechanics, appliance repair, welding, TV and radio repair, and electrical installation. Three of the six exams (50%) were failed in relation to the established minimum passing score level.

Current Status Report (con't)

The committee requested that I indicate which exams were passed and which were failed. The following examinations were passed (both written and performance): auto body; TV and radio repair; and appliance repair. The following examinations were failed (one or both parts): welding; auto mechanics; and electrical installation. So far, the pass/fail rate is approximately as we expected it to be.

The six examinations were administered at a total net loss of approximately $130. The major expense was the employment of two performance examiners for each performance examination. Dr. Bateson questioned whether it was necessary to have two examiners when only one candidate was being assessed. The majority of the committee supported a minimum of two examiners for the administration of the performance examinations.

Discussion of Policy

The revised State Policy Manual was distributed. Committee discussion centered around the qualifications for examiners. The interpretation of these written qualifications, as stated in the manual, was deemed extremely important. It was pointed out that the intent of the stated qualifications for examiners was to employ only the most competent individuals as examiners.

In relation to the Reciprocity Agreement, (Appendix "B" of the State Policy Manual), Dr. Ferns suggested that the first paragraph, line three (3), be changed to state degree and/or certification program. This statement would be appropriate for those persons who have degrees and are seeking only certification. Sr. Rice suggested that the entire format of the Reciprocity Agreement be changed to be more contractual in nature.

The committee addressed the issue of the minimum eligibility requirements for participating in an assessment. The majority agreed that the work experience requirement should be restated to reflect the state certification requirements.

Dealing With Assessment Results

It was the recommendation of the committee that a formal fee schedule be established for examination retakes. This schedule should reflect the breakdown of costs for retaking the written or performance portions.

The committee, in general, felt that each candidate score reporting form should include a specific statement of weakness. Dr. Risher recommended that the MOCAC Director's signature should appear on each score reporting form to discourage anyone from tampering with it.

The group discussion brought out some of the alternatives that are available for prescriptive use when dealing with failing candidates.

Dealing With Assessment Results (con't)

Dr. Bateson asked for a clarification on the new candidate referral form. It was explained that the check box on the form which indicates that the candidate should deal directly with the Center is to be checked for those persons who do not want credit at a teacher education institution.

Discussion of Examination Program Implementation

Dr. Bateson suggested that an examiner workshop be held in the Detroit area.

It was recommended by the committee that some examinations be given to persons with less than the two years (4,000 hours) of work experience on an experimental basis for research purposes. It was further recommended that work experience data on each candidate be established to determine the correlation between work experience and examination scores.

It was pointed out that the MOCAC Examination Program could be of considerable value to administrators in the selection of staff.

The committee suggested that actual test completion be considered as part of the examiner workshop activity.

It became clear through the discussion about candidate incentives that we must do everything we can to promote the Center and encourage candidates to participate for their own professional development.

The committee felt that the next meeting should be held in late April or early May.

The meeting was adjourned at 4:00 p.m.

Submitted by: Scott D. Whitener, Director
Michigan Occupational Competency Assessment Center

2/7/79

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

STATE ADVISORY COMMITTEE MEETING

Date: Thursday, May 24, 1979

Location: Delta East Room, Hilton Inn - 7501 W. Saginaw Highway, Lansing

AGENDA

10:00 a.m. Current Status Report
- A. Second-Year Objectives Update
- B. National Advisory Committee Activity
- C. New National Advisory Committee Members

11:00 a.m. Test Administration
- A. Test Administration Costs
- B. Assessment Results
- C. Candidate Feedback

12:15 p.m. Lunch

1:15 p.m. Dealing With Assessment Results
- A. Score Reporting
- B. Failures
- C. Alternatives (Perscriptions)

2:15 p.m. Discussion of Policy
- A. Assessment Retake Policy
- B. Reciprocity Agreement

3:15 p.m. Upcoming MOCAC Events
- A. Examiner Workshop
- B. July Examination Date
- C. Teacher Education Workshop
- D. General Workshop

4:15 p.m. Summary
- A. Suggested Agenda Items For The Next National Advisory Committee Meeting
- B. Tentative Future Meeting Date And Location

BEST COPY AVAILABLE

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MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

STATE ADVISORY COMMITTEE MEETING

MINUTES

Date: May 24, 1979

Location: Hilton Inn - Lansing, Michigan

Members Present

Dr. Alson Kaumeheiwa, Northern Michigan University; Dr. Gordon McMahon, University of Michigan; Dr. Willard Bateson, Wayne State University; Mr. William King, State Department, Teacher Certification; Dr. John Nee, Central Michigan University; Dr. George Ferns, Michigan State University; Dr. O. Donald Meaders, Michigan State University; Dr. Ruby L. Meis, Eastern Michigan University; Dr. Charles Risher, Western Michgan University; Dr. George Storm, Ferris State College; Sr. Eileen Rice, Siena Heights College; Ms. Donna J. Hurkley, Royal Oak Public Schools; Mr. Daniel Manthei, Northwest Oakland Vocational Education Center; Mr. Donald Yuvan, Grand Ledge High School; Mr. George Nelson, Capitol Area Career Center

Ex Officio Member Present

Dr. Edward Cory, State Department, VTES

Current Status Report

A current status report was given which addressed each one of the MOCAC Second-Year Objectives.

The next National Advisory Committee Meeting will be held in Chicago on Thursday, June 7, 1979. The National Advisory Committee has two new members: Dr. David Allen of UCLA and Mr. Gerald Funk of the Pennsylvania Occupational Testing Program at Penn State University.

The next group examinations will be administered on Saturday, July 28, 1979. The deadline date for registration is Saturday, July 14, 1979.

An examiner workshop will be held this summer. One of the workshop activities will be examination revision. Dr. McMahon emphasized the importance of the revision activity. For the first time in Michigan history, we will have Michigan input on the national examinations.

The slide-tape and brochure will be updated prior the the MOEA Convention. Each committee member will receive updated materials as soon as they are available.

Current Status Report (con't)

Dr. McMahon asked that all committee members describe the current credit granting policies at their institutions based on the MOCAC Examinations. It was reported that credit for a major is granted at: EMU, Wayne State, Ferris, U of M, U of M, Flint, Siena Heights, and MSU. Credit for a minor is granted at: CMU, Western, and Northern.

Dr. Meis and Dr. Nee gave a brief report on the processes they initiated at their institutions to bring about the acceptance of the MOCAC Program.

The MOCAC Follow-up Survey will be sent out in late August to determine if our new state policy has a positive impact on candidate feedback.

Review of Test Data

The results of the November 11 and March 31 group examinations were discussed. The pass/fail rate for the November 11 examinations was .500. The pass/fail rate for the March 31 examinations was .550. The cumulative passing rate to date is .538.

The mean occupational work experience of candidates assessed was 13.2 years. The mean teaching experience of candidates assessed was 5.2 years. It was pointed out that 80% of the candidates assessed are currently teaching and 20% are preparing to teach.

The total net loss in monies to date for examination administration is $193.91.

It was pointed out that this data is somewhat misleading if taken at face value without additional background information.

Dealing With Assessment Results

The group felt that the diagnostic materials supplied to the contact persons by the Center was sufficient. However, Dr. Nee recommended that an item analysis be supplied to aid in the diagnostic process when interpreting the results of a candidate's written examination.

The committee discussion emphasized the need for institutions to interpret assessment results beyond the pass/fail level. It was determined that candidate scores should be examined, and prescriptions should be developed for failing candidates to aid them in deleting their weak skill areas. Prescriptive options mentioned were: additonal course work, work experience, private training programs, or workshops.

Discussion of Policy

The assessment retake policy submitted by the director was discussed and voted into policy by the committee.

Discussion of Policy (con't)

Dr. Bateson motioned that the retake time designation of six months be waved on the written examination when the advisor and the MOCAC Director feel it is appropriate. Ms. Hurkley amended the motion to be on an experimental basis only. She requested that the results of this policy be examined at the next meeting. The motion was approved by the committee.

The new reciprocity agreement was reviewed by the committee. Dr. Cory explained that perhaps a letter of support of the MOCAC, or a letter of intent to utilize the MOCAC from each institution would be more appropriate at this time than a reciprocity agreement. The committee members supported that recommendation and agreed to pursue the procurement of these letters at their institutions.

It was announced that NOCTI may raise the examination rates as much as 25% this fall. The committee felt that we should keep our rates as they are until it becomes necessary to raise them. At that time, they should be adjusted to incorporate the increase.

Upcoming MOCAC Events

The two workshops, tentatively scheduled for late summer, were briefly discussed. One workshop is for the interpretation of test results for teacher educators, and the other workshop is a general information workshop for all interested parties.

The committee recommended that both of these workshops be scheduled in September for the purpose of better participation. The committee further recommended that notification of the Teacher Educator Workshop be sent directly to each vocational teacher educator in the state.

Meeting adjourned at 3:00 p.m.

Submitted by: Scott D. Whitener, Director
Michigan Occupational Competency Assessment Center

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
STATE ADVISORY COMMITTEE MEETING

Date: Friday, September 28, 1979

Location: Ambassador Room, Ramada Inn - 1000 Ramada Dr. (exit 104 off I-96)

AGENDA

9:30 a.m. Current Status Report

A. Second-Year Objectives
B. Tentative Third-Year Objectives
C. National Advisory Activity

10:00 a.m. Test Administration

A. Test Administration Costs
B. Assessment Results
C. State Normative Data

10:30 a.m. Examination Revision

A. Examination Selection
B. Examiner Workshop

11:00 a.m. MOCAC Follow Up

A. Survey Instrument
B. Follow-Up Data

11:30 a.m. MOCAC Events

A. General Workshop
B. Score Interpretation Workshop
C. November Test Date

12:00 noon Lunch

1:00 p.m. Summary

A. Suggested Agenda Items for the Next Advisory Meeting
B. Tentative Future Meeting Date and Location

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
STATE ADVISORY COMMITTEE MEETING

MINUTES

Date: September 28, 1979

Location: Ramada Inn, Lansing, MI

Members Present

Dr. Alson Kaumeheiwa, Northern Michigan University; Dr. John Nee, Central Michigan University; Dr. George Ferns, Michigan State University; Dr. George Storm, Ferris State College; Mr. Donald Yuvan, Grand Ledge High School; Mr. George Nelson, Capitol Area Career Center; Dr. Ethel Smith, U of M, Flint

Ex Officio Member Present

Dr. Edward D. Cory, Michigan Department of Education, VTES

Current Status Report

The meeting opened with a detailed current status report which addressed each one of the MOCAC second-year objectives. I pointed out that, with one exception, each of this year's objectives has been met and most were exceeded. The only objective not met was the number of candidates participating in occupational competency assessments; however, it was pointed out that 50 examinations were administered this year--this represents the largest number of occupational competency assessments ever administered in one year.

Some of the MOCAC highlights this year included:

1. The certification of 35 master examiners.
2. The certification of 16 examination sites.
3. The administration of 50 occupational competency examinations.
4. The revision of 15 occupational competency examinations.

The tentative third-year objectives were examined by the committee; they felt the objectives were on target.

Of particular interest to the committee, was the announcement that the MOCAC will host the NOCTI National Workshop next spring. A final date has not yet been established.

Current Status Report (con't)

The minutes from the MOCAC National Advisory Committee Meeting were discussed. Dr. Schaefer had suggested that an article be written about the MOCAC and submitted to the AVA Journal and School Shop for possible national publication. The State Advisory Committee was in full support of this suggestion.

The next National Advisory Committee Meeting will be held in December in conjunction with the AVA Convention in Anaheim, California. A letter announcing the specific date, time, and location of the meeting will be sent out in November. All State Advisory Committee members who will be attending the AVA Convention are invited to attend the national meeting as guests.

Test Administration

The committee examined the results of the November 11, March 31, and July 28, occupational competency examinations. The year-end examination cost results were discussed. So far, the MOCAC account has been able to maintain an acceptable level of funds at the current examination fees of $200 for the written/performance and $300 for the committee assessment. I explained that the NOCTI fee schedule will not be raised until the first of the year; therefore, we will be able to administer the November 3 group examinations at the current rates.

The current cumulative pass/fail rate from the 50 candidates this year is .520 passed. This represents a pass/fail rate in line with what was predicted when the Michigan minimum passing score levels were established a year ago.

Two retakes were also administered this year--both on the written portions of the examinations. Both candidates passed the retakes.

The new State Norms Table was discussed. Dr. Cory cautioned that the normative data with an "N" of less than five should be considered non-significant and should be so labeled on the norms table.

It was pointed out that in the areas with an "N" of five or more, the Michigan mean scores were very close to the national mean scores. The cumulative data, so far, seems to imply that the Michigan cut score policy and norms are completely in line with the national data.

Examination Revision

The first annual MOCAC Examiner Workshop was held on Saturday, July 14, 1979. Master examiners were present from all over the state. Activities included: an extensive discussion of examination administration which was conducted by Jerry Funk, Coordinator of Occupational Competency Assessment in Pennsylvania; the presentation of master examiner and examination site certificates; and the initiation of examination revision.

Fifteen examinations were selected for revision this year. The revision process represents the first time that Michigan has had input on the national occupational

Examination Revision (con't)

competency examinations--examinations that are used in this state and throughout the country to ensure the trade competence of occupational teachers.

Examinations were selected for revision on the basis of the frequency of administration in Michigan. The following examinations were selected:

AC/Refrigeration	*Cosmetology	*Machine Trades
Auto Body Repair	Drafting	*Printing
Auto Mechanics	*Electronics Communications	*Quantity Food Preparations
Carpentry	*Industrial Electrician	Small Engine Repair
Commercial Art	*Industrial Electronics	*Welding

The eight examinations with asterisks have been completely revised and sent in to NOCTI. Ray Klein from NOCTI indicated that the revisions sent from Michigan were the most comprehensive they had ever received, and he went on to say that the changes will be implemented and will appear on the exams this spring.

MOCAC Follow Up

The committee examined the new MOCAC Follow-Up Survey. The surveys have been sent out to all of the MOCAC 1978-79 candidates. There were not enough surveys returned at the time of the meeting to be of significance; however, the data will be assembled into a final report this fall. We are interested in comparing the feedback for the year with the original 5-year follow-up survey.

MOCAC Events

A workshop entitled "The MOCAC Program" was held on Friday, September 14, 1979, at Long's Banquet & Convention Center in Lansing. The primary thrust of the workshop was directed towards the use of the MOCAC Program by community colleges. Intense interest generated by community colleges and others across the state prompted this workshop. Representatives from Delta, Alpena, Muskegon, Lansing, Grand Rapids, and Kalamazoo Community Colleges attended the workshop.

A workshop entitled "The Interpretation of MOCAC Occupational Competency Assessment Results" was held on Friday, September 21, 1979, at the Ramada Inn in Lansing. The emphasis of the workshop was the interpretation of occupational competency assessment results for prescriptive and/or diagnostic purposes and equating the results to academic credit. All of the vocational teacher educators in the state were invited to the workshop.

The new MOCAC Brochure was viewed by the group. Dr. Smith recommended that a list of the examinations available be included on next year's brochure. I indicated that the new MOCAC slide-tape has been completed, and a copy will be distributed to each member at the next State Advisory Committee Meeting.

The next occupational competency examinations will be administered on Saturday, November 3, 1979. A letter has been sent to each contact person.

Meeting adjourned at 1:00 p.m.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

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MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

NATIONAL ADVISORY COMMITTEE MEETING

Date: Sunday, December 3, 1978

Location: NOCTI Suite, Dallas Hilton Hotel, Dallas, Texas

AGENDA

6:00 p.m. Dinner

7:00 p.m. Current Status Report
- A. Second-Year Objectives
- B. State Advisory Committee Minutes
- C. Test Administration

8:00 p.m. Discussion of Policy
- A. State Policy Manual
- B. Reciprocity Agreement

9:00 p.m. Discussion of Examination Program Implementation
- A. Program Publicity
- B. Candidate Incentives

10:00 p.m. Summary
- A. Suggested Agenda Items for the State Advisory Committee Meeting in January
- B. Tentative Future Meeting Date and Location

BEST COPY AVAILABLE

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

NATIONAL ADVISORY COMMITTEE MEETING

MINUTES

Date: Sunday, December 3, 1978

Location: Suite 1767 - Dallas Hilton Hotel - Dallas, Texas

Members Present

National members present: Dr. Carl J. Schaefer, Rutgers University; Dr. Ronald Todd, New York University; Dr. Leon S. Tunkel, NOCTI; Mr. Scott D. Whitener, MOCAC Director.

State members present: Mr. Thad Diebel, Schoolcraft Community College; Dr. Gordon McMahon, University of Michigan; Dr. Donald Meaders, Michigan State University; Dr. Ethel Smith, University of Michigan, Flint; Dr. George Storm, Ferris State College.

Ex officio member present: Dr. John R. Doneth, Ferris State College

Guests present: Dr. Ralph D. O'Brien; Dr. Thomas Olivo; Dr. Richard Warner.

Current Status Report

The meeting was opened with a very detailed Current Status Report.

Dr. McMahon suggested that any materials that are sent out to the MOCAC teacher education contact persons should be sent in quantity, so they could be distributed among the different departments at the institutions.

It was reported that the first group examinations were held on Saturday, November 11, 1978, in seven (7) occupational areas at two (2) examination sites.

Discussion of Second-Year Objectives

Each of the 11 Second-Year Objectives was explained.

Dr. Schaefer asked about the 10 assessments that are to be administered for which there are no written or performance examinations. It was explained that these were to be Committee Assessments.

Dr. McMahon stated that Objective Four (4), Select and certify no less than five off-campus examination sites, should be considered the very minimum.

Discussion of Second-Year Objectives (con't)

Dr. Todd asked about the Follow-Up Survey which was conducted by the MOCAC last year. He requested a copy of the results of the study.

Discussion of State Advisory Committee Minutes

The minutes of the last State Advisory Committee Meeting were reviewed. It was explained that the State Advisory Committee would be enlarged this year to include vocational teachers and vocational administrators.

It was pointed out that in Michigan we now have a state minimum passing score level and some credit granting guidelines.

Attention was given to the fact that the scope of the Center should be enlarged to serve candidates other than prospective and current vocational teachers.

The majority of time at the last State Advisory Committee Meeting was devoted to establishing policy. The committee played a primary role in establishing state policy.

Test Administration

The committee viewed a breakdown of the costs involved in the administration of the November 11, examinations. It was pointed out that they were administered at a slight loss. It was determined that the examinations could be administered at no loss if two or more candidates were to take the examination at the same time. The examinations are expensive to administer because two Master Examiners are involved in each performance assessment. Dr. Tunkel stated that NOCTI would be interested in the results of using two examiners rather than one.

Discussion centered around the examination selection process. In some occupational areas two examinations are available. Dr. Tunkel suggested that trade persons may be employed to make the decision of which examination is more appropriate to use. There was some disagreement.

Dr. Schaefer explained that attention should be given to the percentages some competencies make up of the total examination. These percentages may affect the selection process.

Discussion of Policy

The State Policy Manual was reviewed by the State Advisory Committee members, and their suggested revisions have been received.

A copy of the State Policy Manual was distributed to the national members. They will be writing in their comments and sending the manual back to me.

Discussion of Policy (con't)

A final draft of the State Policy Manual will be ready for the next State Advisory Committee Meeting in mid-January.

Program Publicity and Candidate Incentives

It was pointed out that the MOCAC had over 60 inquires to take the examinations on November 11. Only seven (7) candidates finally took the examinations out of the possible 60+. The committee made the following suggestions:

1. Send a brochure to each annually authorized teacher.
2. Publicize the test date well in advance of the examination.
3. When an institution is mentioned in the initial inquiry, send a copy of the inquiry to that MOCAC teacher education contact person.
4. Disseminate more MOCAC information across the state.
5. Inform prospective candidates of the drawbacks of an annual authorization and the advantages of the MOCAC Program.

Suggested Agenda Items for Future Meetings

Dr. Meaders suggested that possibly Dr. Ferns could inform the State Advisory Committee members of the activity of the Annual Authorization Task Force at the next meeting.

It was determined that the MOCAC requirements should be discussed at the next State Advisory Committee Meeting.

It was recommended that policy should be discussed on how to deal with failures and the alternatives.

The meeting was adjourned at 10:00 p.m.

Submitted by: Scott D. Whitener, Director
Michigan Occupational Competency Assessment Center

12/8/78

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

NATIONAL ADVISORY COMMITTEE MEETING

Date: Thursday, June 7, 1979

Location: Dorval Room, Holiday Inn-O'Hare/Kennedy, Chicago, IL

AGENDA

9:00 a.m. Introductions

9:15 a.m. Current Status Report
- A. Second-Year Objectives Update
- B. State Advisory Committee Activity
- C. New State Advisory Committee Members

10:00 a.m. Test Administration
- A. Test Administration Costs
- B. Assessment Results
- C. Candidate Feedback

11:00 a.m. Dealing With Assessment Results
- A. Score Reporting
- B. Failures
- C. Alternatives (Prescriptions)

12:00 p.m. Lunch

1:00 p.m. Discussion of Policy
- A. Assessment Retake Policy
- B. Reciprocity Agreement
- C. Examination Development and Revision

2:00 p.m. Upcoming MOCAC Events
- A. Examiner Workshop
- B. July Examination Date
- C. Teacher Education Workshop
- D. General Workshop

2:30 p.m. Summary
- A. Suggested Agenda Items for the Next Meeting
- B. Tentative Future Meeting Date and Location

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FERRIS STATE COLLEGE

MINUTES

Date: Thursday, June 7, 1979

Location: Dorval Room, Holiday Inn-O'Hare/Kennedy - Chicago, Illinois

Members Present

Mr. Santo P. Marzullo, University of the District of Columbia; Dr. Ronald Todd, New York University; Mr. Gerald W. Funk, Pennsylvania State University; Dr. Raymond Klein, National Occupational Competency Testing Institute; Mr. Scott D. Whitener, MOCAC Director

Ex Officio Members Present

Dr. Edward Cory, Michigan Department of Education, V-TES; Mr. William King, Michigan Department of Education, Teacher Certification

Introductions

The meeting began with introductions of the new members.

Current Status Report

A very detailed current status report was given which addressed each one of the current MOCAC objectives.

It was pointed out that the State Advisory Committee was expanded this year to include vocational teachers and administrators.

The new national members were provided with a copy of the MOCAC State Policy Manual.

The recently approved examination retake policy was explained to the committee.

Test Administration

The committee examined the results of the November 11 and March 31, occupational competency examination data.

Test Administration (con't)

Ray Klein indicated that NOCTI will be increasing the test usage fee this fall. Currently, the MOCAC is paying $85 per examination to NOCTI. That fee will be increased to $140 - $150 per examination according to Ray Klein.

The general consensus of the committee was that adjusting the candidate fees for next year was completely in line and should not discourage anyone from participating in an assessment.

Dealing With Assessment Results

Jerry Funk explained that Pennsylvania recently changed their cut-score policy on the performance portion of the NOCTI Examinations. Their cut-score policy was altered on an experimental basis, for these exams only, from one standard error of measurement below the mean to one standard deviation below the mean. Jerry explained that the change was necessary after NOCTI changed their score recording forms.

The people in Pennsylvania feel that the change in the forms created an unusually high failure rate on the NOCTI Performance Examinations. Jerry indicated that Pennsylvania feels comfortable with a failure rate of about 25% in their state competency assessment program.

Ray Klein indicated that subscore data for the performance examinations will not be available by this fall. They are currently working on it, but it will probably not be available until next spring.

I asked Ray if, on the written examinations, we could have subject subscore data or scores broken down by subject. He said that it would be very difficult to provide this for every candidate; however, he would be able to provide this information upon special request in those instances where it was necessary. This request was made by the State Advisory Committee at the May 24 meeting.

Discussion of Policy

I requested that Ray Klein provide the MOCAC with a letter of intent which includes the role of the MOCAC, NOCTI, and Pennsylvania in the upcoming examination revisions this summer. He indicated he would do so.

Dr. Klein explained that examination revision should involve a gradual phase-in process rather than an all at once major revision. No more than 10% of an examination should be altered at one time in order to preserve the data already collected.

The committee recommended that the MOCAC Examiner Workshop be held in July if possible. Ray Klein stated that he would provide guidelines for the examination revision segment of the workshop.

Discussion of Policy (con't)

Bill King explained the Michigan certification policy for vocational teachers to the committee.

Dr. Todd pointed out the importance of utilizing competency examination results as a tool to develop prescriptions to delineate candidate weak skill areas. He went on to say that additional course work and/or work experience should be prescribed in these instances. He also recommended that this be included on the next agenda and discussed in greater detail.

The committee suggested that the next national meeting be held late in August.

The meeting was adjourned at 3:00 p.m.

Submitted by: Scott D. Whitener, Director
Michigan Occupational Competency Assessment Center

6/11/79

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
NATIONAL ADVISORY COMMITTEE MEETING

Date: Thursday, August 23, 1979

Location: Holiday Inn - O'Hare/Kennedy - Chicago, IL

AGENDA

9:00 a.m. Introductions

9:15 a.m. Detailed Current Status Report

A. Second-year Objectives
B. Discussion of Tentative Third-year Objectives

10:00 a.m. Assessment Administration

A. Examination Administration Costs
B. Assessment Results (Cumulative Data)
C. Candidate Feedback

11:00 a.m. Examination Revision

A. Examiner Workshop Report
B. Examinations Earmarked for Revision
C. Examiner Feedback
D. Revision Costs

12:00 p.m. Lunch

1:00 p.m. Dealing With Assessment Results

A. Score Interpretation
B. Prescriptions (Work Experience/Course Work)

2:00 p.m. Discussion of Upcoming MOCAC Events

A. State Advisory Committee Meeting
B. Vocational Teacher Education Workshop
C. General Workshop (Community College)

2:30 p.m. Summary

A. Suggested Agenda Items for the Next State and National Meetings
B. Tentative Future Meeting Date and Location

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MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
NATIONAL ADVISORY COMMITTEE MEETING

MINUTES

Date: Thursday, August 23, 1979

Location: Dorval Room, Holiday Inn O'Hare/Kennedy, Chicago, IL

Members Present

Mr. Gerald Funk, Pennsylvania State University; Dr. Carl Schaefer, Rutgers University; Dr. Ronald Todd, New York University; Mr. Santo P. Marzullo, University of the District of Columbia; Mr. Scott D. Whitener, MOCAC Director

Ex Officio Members Present

Dr. Edward D. Cory, Michigan Department of Education; Dr. John R. Doneth, Ferris State College

Current Status Report

The meeting began with a detailed current status report which addressed each one of the current MOCAC objectives. It was pointed out that each of this year's objectives will be met or exceeded by October 1, 1979.

The MOCAC will be presenting two workshops this fall. The first workshop will be held on Friday, September 14, 1979, at Long's Convention Center in Lansing. The focus of this workshop will be on familiarizing community college personnel with the MOCAC Program. The second workshop will be held on Friday, September 21, 1979, at the Ramada Inn in Lansing. The purpose of this workshop will be to inservice vocational teacher educators in the interpretation of MOCAC assessment results, so they will be able to evaluate the results on more than a pass/fail basis.

The committee felt that both workshops were very appropriate and will serve to better facilitate the program statewide.

Friday, September 28, 1979, was announced as the date for the next State Advisory Committee Meeting; it will be held at the Ramada Inn in Lansing.

The tentative third-year objectives were examined by the committee; they felt the objectives were on target.

Of particular interest to the committee, was the announcement that the MOCAC will host the NOCTI National Workshop next spring.

It was reported to the committee that candidate feedback throughout the year has been very positive.

Test Administration

The committee examined the results of the November 11, March 31, and July 28, occupational competency examinations. The July 28 score results had not been received at the time of the meeting; however, the examination cost results were discussed. So far, the MOCAC account has been able to maintain an acceptable level of funds at the current examination fees of $200 for the written/performance exam and $300 for the committee assessment. It was pointed out that the fee schedule will have to be changed when NOCTI raises its rates this fall.

The current pass/fail rate is as we predicted when the Michigan minimum passing score levels were established a year ago.

The next MOCAC group examination date is tentatively scheduled for the first or second Saturday in November.

Examination Revision

The first annual MOCAC Examiner Workshop was a complete success. Jerry Funk indicated that he was impressed with the Michigan examiners--particularly with the way they worked so intensely at the workshop.

One of the primary activities at the workshop was the initiation of the revision of some of the occupational competency examinations. The 14 examinations that we are currently revising are: Air Conditioning/Refrigeration; Auto Body Repair; Auto Mechanics; Carpentry; Commercial Art; Cosmetology; Drafting; Electronics Communications; Industrial Electrician; Machine Trades; Printing; Quantity Food Preparations; Small Engine Repair; and Welding.

I explained to the committee that I have already received some of the revision materials; Dr. Cory asked which exams had been revised. The following exams have been revised, and I have received the completed materials: Cosmetology; Electronics Communications; Industrial Electrician; Machine Trades; Quantity Food Preparations; and Welding.

Other activities at the workshop included the awarding of master examiner certificates and site certificates. It was pointed out that the MOCAC now has 35 certified examiners and 16 certified examination sites throughout Michigan. These examiners and sites represent 20 different occupational areas.

A question was raised about the per examination cost for revision. So far, we have found that the cost of revision varies from exam to exam with an average cost of approximately $75 per exam. The master examiners are paid at the rate of $10 per hour for revising the examinations.

Dealing With Assessment Results

The committee agreed that the vocational teacher educator workshop for the interpretation of assessment results will be beneficial in promoting the use of the assessment results in a diagnostic manner. The workshop should better equip vocational teacher educators to interpret the results and to develop prescriptions to best meet the needs of the candidates.

Dealing With Assessment Results (con't)

Dr. Cory suggested that a new type of score reporting form be discussed at the next State Advisory Committee Meeting. He recommended that the proposed form have a disposition section for follow-up purposes.

Discussion of Upcoming MOCAC Events

Dr. Schaefer suggested that at each of the workshops time be allotted for the participants to discuss specific questions and concerns about the MOCAC Program; the committee agreed.

Dr. Schaefer also suggested that an article be written about the MOCAC and submitted to the AVA Journal and School Shop for possible national publication.

Dr. Todd recommended that we determine how the MOCAC examinations fit in with objectives that have been developed in institutions throughout the state.

Dr. Schaefer reported that Tom Olivo has been appointed Acting Executive Director of NOCTI.

The committee suggested that the next national meeting be held in conjunction with the AVA Convention in Anaheim, California; they further recommended that the meeting be held early in the week.

The meeting was adjourned at 3:30 p.m.

Submitted by: Scott D. Whitener, Director
Michigan Occupational Competency Assessment Center

8/30/79

A good friend and a member of the National Advisory Committee, Dr. Leon Tunkel, Executive Director of NOCTI, passed away on Sunday, August 26, 1979. He worked very hard to assist us in developing a statewide program in Michigan. I know that one of his personal goals was to see this program a reality in Michigan and many other states. Thanks to his efforts--it is a reality in Michigan. We will miss him.

SECTION X

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

OBJECTIVE X

OBJECTIVE

Conduct a one-day workshop for interested parties concerning Center operation.

OUTCOME

Persons interested in the operation of the Center will be advised as to policies and procedures of the MOCAC.

A workshop entitled "The MOCAC Program" was held on Friday, September 14, 1979, at Long's Banquet & Convention Center in Lansing. The primary thrust of the workshop was directed towards the use of the MOCAC Program by community colleges. Intense interest generated by community colleges and others across the state prompted this workshop. Representatives from Delta, Alpena, Grand Rapids, Muskegon, Lansing, and Kalamazoo Community Colleges attended this workshop. In addition, a representative from the State Articulation Project was present.

This section includes a copy of the letter that was sent to every community college in the state and the materials which were distributed at the workshop.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
FERRIS STATE COLLEGE

MEMORANDUM

TO:

FROM: Scott D. Whitener, Director

RE: MOCAC Workshop

DATE: August 23, 1979

Inquiries from community college personnel all over the state have prompted the Michigan Occupational Competency Assessment Center, MOCAC, to present a workshop. The purpose of the workshop is to acquaint all interested community college faculty and staff members with the MOCAC Program.

We would like to extend an invitation to you, and the members of your staff, to attend the workshop. It will be held on Friday, September 14, 1979, from 9:00 a.m. to 12:00 noon at Long's Banquet and Convention Center, 6810 Cedar Street (exit 104 off I-96), in Lansing. If overnight accommodations are desired, the Holiday Inn, telephone number (517) 393-1650, is located near the Convention Center. Please return the enclosed card indicating the persons who will be attending the workshop.

Many institutions have found the assessment of occupational competency difficult, time consuming, and expensive. As you know, the role of the MOCAC is to evaluate competencies attained through work experience for the purpose of equating them to academic credit. Primarily, the Center was established to assist secondary teachers in fulfilling their degree and certification requirements, and we are currently providing this service for eleven teacher education institutions in the state.

We recognize that the teacher certification process is not a service you can utilize in the community college; however, many of the students entering your institution have extensive work experience and measurable occupational competencies--they could benefit from the occupational competency assessment program. The MOCAC can provide the same service for you, the community college, that it is now providing for the teacher education institutions.

Community college input is an important component in the effective operation of the MOCAC Program. I am looking forward to working with you and hope to see you at the workshop on September 14.

llh

Enclosures 2

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

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Ferris State College
Big Rapids, MI 49307
Phone: (616) 796-9971

Mr. Fred Swartz (ex officio)
Coordinator of Testing
Johnson 112
Ferris State College
Big Rapids, MI 49307
Phone: (616) 796-9971

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

NATIONAL ADVISORY COMMITTEE

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Vocational Technical Education Department
Graduate School of Education
Rutgers University-State University of NJ
New Brunswick, NJ 08903
Phone: (201) 932-7937

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Executive Director
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Phone: (202) 282-7505

Dr. Ronald Todd, Department Head
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New York, NY 10003
Phone: (212) 598-3356

Dr. David Allen
Vocational Education Division
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Los Angeles, CA 90024
Phone: (213) 825-7909

Mr. Gerald W. Funk
Coordinator of Occupational
Competency Assessment
Rackley Building
The Pennsylvania State University
University Park, PA 16802
Phone: (814) 865-8361

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
EXAMINATIONS AVAILABLE

Written/Performance Examinations

Air Conditioning
Air Conditioning/Refrigeration
Air Frame & Power Plant
Appliance Repair
Architectural Drafting
Auto Body Repair
Auto Mechanics
Building Construction Occupations
Building Trades Maintenance
Business Machine Maintenance
Cabinet Making & Millwork
Carpentry
Commercial Art
Computer Technology
Cosmetology
Diesel Engine Repair
Electrical Construction/Maintenance
Electrical Installation
Electronics Communications
General Drafting
Heating
Industrial Electrician
Industrial Electronics
Instrument Maintenance & Repair
Machine Drafting
Machine Trades
Masonry
Metal Working
Painting & Decorating
Plumbing
Printing
Quantity Food Preparations
Refrigeration
Sheet Metal
Small Engine Repair
Textile Production/Fabrication
Tool and Die Making
Welding

Committee Assessments

Commercial Photography
Custodial Services
Foundry
Law Enforcement
Litho Photo & Platemaking
Plastics Occupations
Radio and TV Broadcasting
Upholstering

Upon special request, assessments can be administered in some trade-technical areas other than those listed.

A - Available
O - Not Available
Z - Licensure

Certificate Title	U.S.O.E. Code	Number of Annual Authorizations	Status	WRITTEN: Developed or Revised and Date	WRITTEN: (N) NOCTI (P) Penna.	WRITTEN: Categorized	WRITTEN: Proportioned	WRITTEN: Descriptions	WRITTEN: Diagnostic	WRITTEN: Passing Score	WRITTEN: Norms	PERFORMANCE: Date Developed or Revised	PERFORMANCE: Criterion Reference Eval.	PERFORMANCE: Passing Score	PERFORMANCE: Norms	PERFORMANCE: Committee Assessment	Remarks
Cosmetology	17.2602	100	A Z	78	N	X	X	X	X		X		X		X		
Food Mangement	09.0203	95	A	74	N	X	X	X	X		X		X		X		Use Quantity Food Exam
Auto Mechanics	17.0302	82	A	76	N	X	X	X	X		X		X		X		
Nursing Aide	07.0303	82	O														
Welding and Cutting	17.2306	58	A	78 77	N P	X X	X X	X X	X X		X X		X X		X X		(N) does not include mig & tig (P) includes mig & tig
Body and Fender	17.0301	54	A	75	N	X	X	X	X		X		X		X		
Small Engine Repair	17.3100	40	A	75	N	X	X	X	X		X		X		X		
Child Care & Guidance	09.0201	38	O														
Machine Shop	17.2302	29	A	76	N	X	X	X	X		X		X		X		Use Machine Trades Exam
Electronics Occupations	17.1500	25	A	74 74	N P	X X	X X	X X	X X		X X		X X		X X		(N) Use Industrial Electronics Exam
Computer Console Per Equip Operator	14.0298	24	A	78	N	X	X	X	X		X		X		X		Use Computer Technology Exam
Graphic Arts Occupations	17.1900	22	A	78	N	X	X	X	X		X		X		X		Use Printing Exam

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Construction & Maint in School	17.1000	20	A	78	N	X	X	X	X		X		X		X		Use Building Trades Maintenance Exam
Air Conditioning	17.0100	19	A	76	N	X	X	X	X		X		X		X		Use Air Conditioning & Refrigeration Exam
Drafting Occupations	17.1300	16	A	74 78 75	N P	X X	X X	X X	X X		X X		X X		X X		(N) Use Architectural (N) Use Mechanical (P) General Drafting
Custodial Services	17.1100	15	O													X	
Commercial Art Occup	17.0700	14	A	77	P	X	X	X	X		X		X		X		
Ornamental Horticulture	01.0500	13	O														
Electrical Occupations	17.1400	11	A	76	N	X	X	X	X		X		X		X		Use Electrical Installation Exam
Dental Assistant	07.0101	11	O														
Appliance Repair	17.0200	10	A	77	P	X	X	X	X		X		X		X		
Health Occup Cluster	07.9802	6	O														
Clothing Managment	09.0202	6	O														
Agricultural Production	01.0100	6	O														

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Agriculture Mechanics	01.0300	6	O													X	
Medical Assistant (office)	07.0904	5	O														
Programmers	14.0203	5	A	78	N	X	X	X	X		X		X		X		Use Computer Technology Exam
Floriculture	01.0502	5	O														
Diesel Mechanic	17.1200	4	A	74	N	X	X	X	X		X		X		X		Use Diesel Engine Repair
Radio and Television	17.1503	4	A	76 72	N P	X X	X X	X X	X X		X X		X X		X X		(N) Use Electronics Communications Exam
Radio and TV Broadcasting	17.1598	4	O													X	
Institution - Home Management	09.0205	4	O														
Computer & Console Operator	14.0201	4	O													X	
Industrial Electrician	17.1401	3	A	74	N	X	X	X	X		X		X		X		
Tellers	14.0105	3	O													X	
Agricultural Power and Machinery	01.0301	3	O													X	

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General Merchandise	04.0800	3	O														
Law Enforcement	17.2802	2	O													X	
Steno-Clerical Lab	14.9800	2	O														
Heating	17.0102	2	A	77	P	X	X	X	X		X		X		X		
Commercial Photography	17.0900	2	O													X	
Electricity	17.1002	2	O														
Painting and Decorating	17.1005	2	A	73	P	X	X	X	X		X		X		X		
Milwork/Cabinet Making	17.3601	2	A	78	N	X	X	X	X		X		X		X		
Medical Laboratory Assistant	07.0203	2	O														
Practical Nursing	07.0302	2	O														
Ward Clerk/Ward Secretary	07.9801	2	O														
Litho Photo and Platemaking	17.1903	1	O													X	

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Certificate Title	U.S.O.E. Code	Number of Annual Authorizations	Status	WRITTEN: Developed or Revised by and Date	WRITTEN: (N) NOCTI (P) Penna.	WRITTEN: Categorized	WRITTEN: Proportioned	WRITTEN: Descriptions	WRITTEN: Diagnostic	WRITTEN: Passing Score	WRITTEN: [illegible]	PERFORMANCE: Date Developed or Revised	PERFORMANCE: Criterion Reference Eval.	PERFORMANCE: Passing Score	PERFORMANCE: Norms	PERFORMANCE: Committee Assessment	Remarks
Foundry	17.2301	1	O													X	
Sheet Metal	17.2305	1	A	74	N	X	X	X	X		X		X		X		
Plastics Occupations	17.2700	1	O													X	
Refrigeration	17.3000	1	A	76 77	N P	X X	X X	X X	X X		X X		X X		X X		(N) Use Air Conditioning & Refrigeration
Aircraft Maintenance	17.0401	1	A	74	N	X	X	X	X		X		X		X		Use Air Frame and Power Plant Exam
Business Machine Maintenance	17.0600	1	A	74	P	X	X	X	X		X		X		X		
Food Service Supervisor	07.0908	1	A	74	N	X	X	X	X		X		X		X		Use Quantity Foods Exam
Home Furnishings	09.0204	1	O														
Peripheral Equipment Operator	14.0202	1	O														
Agricultural Supplies	01.0200	1	O														
Agricultural Resources	01.0600	1	O														
Advertising Services	04.0100	1	O														

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Recreation & Tourism	04.1800	1	O														
Histology	07.0202	1	O														
Surgical Technician	07.0305	1	O														
Electrical Construction/ Maintenance	17.1002	0	A	78	P	X	X	X	X		X		X		X		
Instrument Maintenance and Repair	17.2100	0	A	74	P	X	X	X	X		X		X		X		
Masonry	17.1004	0	A	74	N	X	X	X	X		X		X		X		
Metal Working	17.2300	0	A	74	P	X	X	X	X		X		X		X		
Plumbing	17.1007	0	A	75	N	X	X	X	X		X		X		X		
Textile Production/ Fabrication	17.3300	0	A	76	P	X	X	X	X		X		X		X		
Tool & Die Making	17.2307	0	A	75	P	X	X	X	X		X		X		X		

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

Referral Form

I have counseled:

Name _____

Address _____

_____

Telephone Number _____

Social Security Number _____

As a result of this consultation, it has been determined that this candidate does_____ does not_____ meet the requirements, and I do_____ do not_____ * recommend this candidate for an assessment in _____
U.S.O.E. Code

_____.
Occupational Area

☐ Send a scope of the appropriate exam to the candidate.

☐ Send an application form to the candidate.

☐ Please call the candidate.

☐ The candidate should deal with the Michigan Occupational Competency Assessment Center directly.

_____ _____
Date Contact Person's Signature

_____ _____
Office Telephone Institution

Michigan Occupational
Competency Assessment Center
309 Johnson Hall
Ferris State College
Big Rapids, MI 49307
(616) 796-9971, ext. 287

* Please see reverse side.

My reason for not recommending this candidate is:

- ☐ Insufficient documentation of work experience.
- ☐ Insufficient quantity of work experience.
- ☐ Insufficient scope of work experience.
- ☐ An assessment at this time would not best meet the needs of the candidate.

Other: _____

_____

_____

_____

_____

The Michigan Occupational Competency Assessment Center must have this completed referral form on file before a candidate can participate in an assessment.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

SCORE REPORTING FORM

Name_____ Institution_____

Exam_____ Date of Exam_____

Written Examination

Mean _____

Standard Error - _____

Michigan Minimum Passing Score _____

Candidate's Score _____

Performance Examination

Mean _____

Standard Error - _____

Michigan Minimum Passing Score _____

Candidate's Score _____

Comments: _____

_____

_____

_____

_____ _____

Date Director

Michigan Occupational Competency
Assessment Center

BULLETIN OF INFORMATION FOR CANDIDATES

BEST COPY AVAILABLE

FERRIS STATE COLLEGE
309 Johnson Hall, Big Rapids, Michigan 49307
(616) 796-9971 Ext 287

THE MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT PROGRAM

The Michigan Occupational Competency Examinations were developed by skilled tradesmen and test development specialists from every part of the nation. The Michigan Occupational Competency Assessment Program is currently administering National Occupational Competency Testing Institute (NOCTI), and Pennsylvania Occupational Competency Examinations. Each examination, regardless of its origin, was reviewed by experienced craftsmen then revised and pilot tested. Competent people from each occupational area and candidates who took the examinations judge them to be fair, comprehensive samplings of the knowledge and skills the particular occupation demands.

The examinations used by the Michigan Occupational Competency Assessment Center (MOCAC) were selected and authorized for use by the State Advisory Committee after looking at all nationally available examinations in that occupational area and selecting the one they judged best. Regardless of which type of examination you will be taking, the MOCAC is committed to administering only the most valid and reliable examinations available.

The Michigan Occupational Competency Assessment Center grew out of a grant from the Michigan Vocational Technical Education Service. Teacher educators in the state played an active role in the development of the Center. The first year of MOCAC existence, October 1, 1977, to September 30, 1978, was devoted to a developmental stage. Beginning October 1, 1978, the implementation stage of the program began.

To keep the assessment program responsive to changing needs of vocational education, an ongoing search of nationally developed examinations will be maintained. As new examinations become available, they will be incorporated into the Michigan Program.

This booklet is intended for those individuals experienced in skilled trades or occupations who need to present objective evidence of their competency to become vocational teachers and/or to obtain academic credit from an institution which recognizes the test results.

ABOUT THE PROGRAM

Each of the MOCAC Examinations has two parts: a written test which measures your knowledge of the field; and a performance test which measures your skills in performing tasks typical to your occupation. Examinations, both written and performance, are administered by Master Examiners at Certified Examination Sites.

ELIGIBILITY REQUIREMENTS

To be eligible for the occupational competency assessment program, you must satisfy the following requirements:

A. Be admitted to a teacher education program, or employed by an educational agency, or recommended by an educational agency.

ELIGIBILITY REQUIREMENTS (con't)

B. Have completed at least 4,000 hours of on the job, wage earning work experience, in the occupational area in which you wish to be examined.

HOW TO REGISTER

MOCAC Examinations are offered three times a year--in the fall, winter, and summer. Registrations are handled by the MOCAC Director who makes all the arrangements for administering both the written and performance examinations.

After you have read this booklet and the SCOPE of the examination, get in touch with your teacher education contact person or the Michigan Occupational Competency Assessment Center Director. Each candidate must receive pre-test counseling from a contact person or the MOCAC. Through this counseling session, it will be determined whether or not you meet the requirements and if an assessment will best meet your needs.

If it is ascertained that an assessment is indicated, registration forms will be provided for you by the MOCAC or your teacher education contact person. Read the directions on how to fill it out on the back of the form. Be sure that you complete all required information accurately. Return the registration form (together with your check for the fee) to the MOCAC no later than the date specified.

Once your registration and check are received by the MOCAC, an examination will be scheduled. You will be notified of the time, place, and date by mail and by telephone.

If you are planning to receive academic credit for the examination, you must contact the teacher education institution contact person at the teacher education institution in which you are enrolled prior to taking the examination.

EXAMINATION RESULTS

The Michigan Occupational Competency Assessment Center sends the results of your written and performance examinations to you, or the school system, or the teacher education institution of your choice. No information concerning your scores will be given over the telephone, nor will they be released to any other agency or individual without your written consent. You will receive post-test counseling from the MOCAC Director or from your teacher education institution contact person in order to interpret your scores.

ABOUT THE EXAMINATIONS

If at all possible, both parts of the occupational examination will be scheduled for the same day--usually a Saturday. Whether this can be done depends on how long the particular examination takes. The written test takes approximately three hours and the performance test from three to six hours. If the

ABOUT THE EXAMINATIONS (con't)

performance part is too long, it will be given on another day. Since what you know about your occupation and how well you can perform are essential to good teaching, as well as to job performance, you must take both parts.

The written test covers the kinds of knowledge gained on the job (rather than from text books), technical and factual knowledge, and understanding of principles and problem-solving abilities. Among the topics included are: tools and equipment commonly used; properties of materials; calculations used to order materials, set up equipment and carry out procedures; application of scientific principles to problem solving; and safety procedures and government regulations.

The performance test enables the candidate to demonstrate the skills that a competent craftsman uses in his daily work. Among the manipulative skills included are: trouble shooting and making adjustments and repairs; operating typical equipment and machinery; using measuring instruments; and observing safe operating procedures.

PREPARATION FOR TAKING THE EXAMINATIONS

The content of each MOCAC Examination is described in the relevant SCOPE, and the best way to prepare is to read the SCOPE for your occupation since it outlines what the examination covers and lists what tools, references, materials, etc. you should bring with you to the Center. A review of this material will provide you with a better understanding of the occupational content of the written part and the manipulative skills you are expected to demonstrate in the performance part.

Any questions you have prior to the administration date are to be directed to the MOCAC Director. Problems or questions occurring during the actual session are to be addressed to the Master Examiner.

THE WRITTEN TEST consists of multiple-choice questions that cover information, facts, knowledge of basic computation and graphic directions that a competent tradesman applies to his work. You are allowed up to three hours to complete it. Any special preparations are listed in the SCOPE.

Bring a watch so you can pace your efforts (no one is allowed to work beyond the specified time limit), three or four #2 soft lead pencils (or mechanical pencil) and a good eraser.

Bring only the books and reference materials that are authorized in the SCOPE for your occupation to the Center.

You will be asked to complete identification sections on your answer sheet. Follow the Master Examiner's instructions carefully as this data will identify your MOCAC record.

EXAMPLES OF WRITTEN QUESTIONS

Since you may not have taken a multiple-choice test recently, the following sample questions will give you some idea of what to expect.

After each question are four choices: A, B, C, D. Select the one which in your judgment is the best answer. None of the choices may be absolutely correct; none may be the best of all possible answers; but one choice is better than any of the others. Blacken your choice on the answer sheet.

1. You are installing some shelves in a kitchen closet in a space which is 14" in length. Each board rests on brackets 1/2" wide at either end. The only boards available are in the lengths listed below. Which is the most sensible choice?

   A. 13-7/8" B. 13-5/8" C. 13-1/2" D. 13-1/4"

COMMENT: None of the choices are of the size that would provide a snug fit. Choice A comes closest to meeting your needs and thus represents the most sensible choice.

2. The size of drains, sewers and horizontal branches is determined by the number of fixture units and the

   A. total length of the sewer system
   B. the slope
   C. distance to the sanitary sewer main
   D. diameter of stack

COMMENT: Here the item is not a question but an incomplete statement. Your task is to select the factor which determines the size of drains, sewers and horizontal branches. D is the correct choice.

3. Which of the following are necessary precautions that a person should take to manually and safely lift a heavy object?

   A. One foot should be placed slightly in back of the other
   B. Body should not be bent over more than 30^{o}
   C. Hands should be protected by crouching away from the object
   D. None of the above

COMMENT: From your own experience you know that the procedures listed under A, B, and C are not safe for lifting heavy objects. Choice D states exactly that and therefore is the correct choice.

4. You are refinishing a fine piece of furniture and notice a bad spot in the surface of the wood. Which of the following methods would be best to use in repairing the surface?

   A. Fill the bad spot with shellac
   B. Make an inlay with the same kind of wood
   C. Fill the bad spot with glue and sand dust from the same kind of wood
   D. Drill out the bad spot

EXAMPLES OF WRITTEN QUESTIONS (con't)

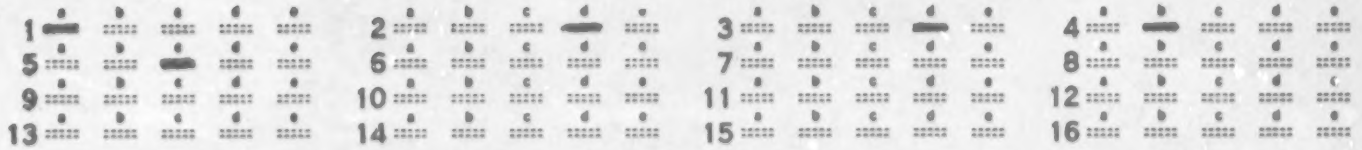
COMMENT: This question requires a choice of the best method. Some would result in a quick repair; however, since the item deals with fine furniture, the best method would be the one that maintains high quality. Consequently, choice B is correct.

5. One of the characteristics of meat that indicates quality is its color. If you wish to buy high quality veal, for which of the following flesh colors should you look?

A. Milk white B. Pale brown C. Grayish pink D. Bright red

COMMENT: This question requires knowledge of the color characteristics of certain kinds of quality meats. Choice C is the correct answer.

ANSWER SHEET FOR SAMPLE ITEMS



THE PERFORMANCE TEST involves the skills, methods and procedures which a competent tradesman utilizes in his work; subsequently, the sample jobs have been selected from those typical of the particular occupation.

Bring (or wear) appropriate work clothes and whatever protective devices you would normally use (goggles, face shield) on the job.

Generally, the Performance Examiner supplies materials, hand tools, measuring tools, instruments and needed references. For some occupations, you must bring your own tools; or you may prefer working with your own personal tools. Check the SCOPE concerning this for further details.

Since you will be working in a shop that is not familiar, it may help to know what to expect.

Sufficient time will be allowed for you to become familiar with your surroundings; learn where the tools are located; and check out the equipment.

While you are working on your assignments, the Performance Examiner will observe your procedures. He will evaluate your performance and finished job (or product) much as a foreman does.

THE PERFORMANCE TEST (con't)

The task assignments are those with which you will be familiar as you probably have done them many times on the job. If you tend to be nervous about being tested, be assured that only your performance and completed assignments count.

Proceed at your own pace. Some individuals work faster than others, but speed does not guarantee quality, accuracy or correct methods. In the evaluation of your work, speed is only one factor considered.

SCOPE OF THE MOCAC EXAMINATION

The Michigan Occupational Competency Assessment Center Examinations have been designed and developed to evaluate the level of skill and knowledge that a person has acquired in his special field as compared to other experienced individuals in the same occupation. To assist candidates in preparing for the examination, the subject matter of each examination has been outlined in a summary--SCOPE OF THE WRITTEN AND PERFORMANCE EXAMINATION--on the following page.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FEE SCHEDULE

* (Effective October 1, 1978)

WRITTEN AND FERFORMANCE TYPE EXAMINATION

$200 is paid to the MOCAC by each candidate for each examination or re-examination administered during one of the three examination dates.

$ 25 additional late fee is charged in a case where a candidate misses the announced closing date for admission, but by special handling by the MOCAC Director the candidate may still be able to participate in the group assessment.

$300 is charged for an off-season, isolated written and performance examination or re-examination.

COMMITTEE ASSESSMENT

$300 is charged for a committee assessment where honorariums are involved for occupational specialists.

* Fees are subject to change--written notification will be sent to all contact persons before a change will be implemented.

INSTRUCTIONS FOR COMPLETING REGISTRATION FORM

Read all instructions before completing the Form.

GENERAL INSTRUCTIONS

- Use a No. 2 or softer black lead pencil.
- Do not use ink or ballpoint pens.
- Make heavy black marks that fill the circle completely; erasures must be thorough.
- Do not fold or mutilate this form.
- Keep form free of stray marks.
- Print the required information in the boxes provided. Use block letters only.
- Below each box, blacken the circle which corresponds with the letter or number you have printed in the box.
- Fill in only the information requested.
- Exam codes and Test Center codes are found on the reverse side of this sheet. Other special codes may be provided by the examiner, as required.

SPECIFIC INSTRUCTIONS

(Numbers refer to blocks on data Form I)

1. Examination Title - The exact title of the examination you are taking.
   Present School - The name of the school in which you are enrolled. Otherwise, leave blank.
   School Address - Street, city, state and zip code.
   Program Title - The name of the course of study (your major)
   Home Telephone - Include your area code with your telephone number.
   Date - Today's date.
   Student Signature - Read the statement and sign your full name.
2. Last name, first name and middle initial. Your first and/or last name may contain more letters than provided for on the form. If this is the case, omit the letters which remain.
3. House Number - of your home address.
4. Street, City, and State - of your home address.
5. Zip Code - the number for your home address.
6. Examination Code - Enter the code number for the examination you are taking, from the reverse side of this sheet.
7. Test Center Code - Enter the code number for the Test Center in which you are taking this examination, from the reverse side of this sheet.
8. Special A - *Cumulative Grade Point Average (GPA) for all courses completed.*
9. Sex - By appropriate circle.
10. Now Teaching - If you are currently teaching, mark yes (0), otherwise, mark no (0).
11. Social Security Number - Print the number carefully. This number is also represented on the standard answer sheet and is most important for informational identification and score retrieval purposes.
12. Age - Your age as of your last birthday.
13. Race - By appropriate circle.
14. Work Experience - Total number of years of trade experience in paid employment. Fill in zero (0) if you do not have such experience.
15. Teaching Experience - Total number of years of formal teaching experience. Fill in zero (0) if none.
16. Education - Indicate type of school(s) attended.
17. Level - Highest level of education achieved.
18. Special B - Enter number of college credits completed in professional teacher training courses such as (Occupational Course Development) preceded by S for semester hours and T for term hours. (Example: T16) If none, enter 0.

* Please see reverse side for MOCAC Codes

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MOCAC EXAMINATION CODES

CODE	EXAMINATION	CODE	EXAMINATION
006	Air Conditioning & Refrigeration	008	Electrical Installation
001	Air Frame & Power Plant	015	Electronics Communications
027	Appliance Repair	051	General Drafting
012	Architectural Drafting	044	Heating
002	Auto Body Repair	014	Industrial Electrician
003	Auto Mechanics	016	Industrial Electronics
042	Building Construction Occupations	013	Machine Drafting
025	Building Trades Maintenance	020	Machine Trades
050	Business Machine Maintenance	035	Painting & Decorating
024	Cabinet Making & Milwork	019	Printing
007	Carpentry	017	Quantity Food Preparation
029	Commercial Art	043	Refrigeration
026	Computer Technology	011	Sheet Metal
022	Cosmetology	005	Small Engine Repair
004	Diesel Engine Repair	021	Welding

If your assessment will be by committee, place COM in the space provided for each exam code.

Test Center Code - 028

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Data Form I

MICHIGAN
OCCUPATIONAL COMPETENCY
ASSESSMENT CENTER

USE BLACK LEAD PENCIL ONLY (#2 or softer). Read separate instruction sheet for details.

Exam Title: _____

School: _____

Address (school): _____

_____

Program Title: _____

Home Telephone: _____

Date: _____

This information may only be used by authorized institutions and for research purposes.

_____
Student Signature

LAST NAME	FIRST NAME	MI

HOUSE NUMBER	STREET
3	

CITY	STATE

ZIP CODE

EXAM CODE	TEST CENTER CODE	SPECIAL A	SEX	NOW TEACHING	SOCIAL SECURITY NUMBER	AGE
6	7	8	F O M O 9	Yes O No O 10	11	12

RACE
- O American Indian
- O Black
- O Caucasian 13
- O Hispanic
- O Oriental
- O Other

WORK EXPERIENCE (YEARS): 14 15

EDUCATION: GRADUATED

	Yes	No
High School		
Academic	O	O
Vocational	O	O
Technical 16	O	O
Post Secondary		
2 year College	O	O
4 year College	O	O
Other	O	O

Highest Level Completed (5) (10) (11) (12) (13) (14) (15) (16) 17

SPECIAL B: 18

192

193

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NATIONAL OCCUPATIONAL COMPETENCY TESTING STITUTE

45 Colvin Avenue - Albany, New York 12206 - (518) 482-8864

TABLE 9

CUMULATIVE NATIONAL NORMS - Spring 1974 thru Spring 1978

	WRITTEN TEST								PERFORMANCE TEST							
					PERCENT								PERCENT			
EXAMINATIONS	# of CAND	# of ITEMS	% CORRECT MIN	% CORRECT MAX	MEAN	STD. DEV.	STD. ERR.	MED-IAN	# of CAND	# of ITEMS	% CORRECT MIN	% CORRECT MAX	MEAN	STD. DEV.	STD. ERR.	MED-IAN
AIR COND. & REFRIGERATION	148	165	38	86	68.2	8.9	.7	68	121	200	4	100	82.6	14.7	1.3	86
AIRFRAME & POWER PLANT	18	183	46	87	67.[illegible]	10.9	2.6	68	17	530	45	100	86.1	13.5	3.3	88
ARCHITECTURAL DRAFTING	34	150	41	81	65.9	9.5	1.6	67	34	220	5	100	74.6	21.2	3.6	80
AUTO BODY REPAIR	149	150	53	84	69.5	7.1	.6	70	147	215	44	100	85.3	11.1	.9	88
AUTO MECHANIC	604	200	41	85	65.4	8.9	.4	66	573	367	16	100	78.2	15.5	.6	82
BLDG. TRADES MAINT.	8	186	48	84	62.8	12.3	4.4	58	6	715	74	97	84.9	10.2	4.2	80
CABINET MAKING/MILLWORK	83	160	36	81	60.2	9.9	1.1	61	69	425	38	99	78.8	17.2	2.1	83
CARPENTRY	394	159	35	91	73.1	9.7	.5	74	365	120	12	100	66.0	20.4	1.1	65
CIVIL TECHNOLOGY	11	152	22	64	51.7	12.5	3.8	52	8	401	17	100	72.2	25.8	9.1	75
COMPUTER TECHNOLOGY	12	180	58	88	69.2	[illegible].4	2.4	66	12	105	73	100	91.3	8.1	2.3	94
COSMETOLOGY	186	120	27	92	72.0	10.6	.8	72	181	122	34	100	79.6	12.8	.9	80
DIESEL ENGINE REPAIR	52	167	19	89	66.6	11.7	1.6	65	50	200	47	100	82.2	12.8	1.8	83
ELECTRICAL INSTALL.	155	177	32	81	54.1	8.6	.7	53	150	465	15	100	72.4	20.2	1.6	78
ELECTRONICS COMMUN.	119	130	32	95	69.5	14.8	1.4	70	112	660	16	100	83.1	17.9	1.7	88
INDUST. ELECTRICIAN	61	200	35	87	69.2	10.8	1.4	71	59	150	35	100	80.8	13.2	1.7	83
INDUST. ELECTRONICS	118	150	21	87	60.1	14.4	1.3	63	113	440	10	100	72.3	23.0	2.2	80
MACHINE DRAFTING	196	135	49	93	73.1	9.3	.7	73	174	130	2	98	76.2	15.7	1.2	80
MACHINE TRADES	318	160	22	87	58.1	9.7	.5	59	298	165	15	99	67.9	19.5	1.1	70
MASONRY	51	100	50	87	76.7	7.6	1.1	77	43	125	44	100	82.6	16.1	2.5	86
MECHANICAL TECHNOLOGY	3	65	40	49	45.6	4.9	2.9	40	3	225	49	92	63.6	24.6	14.2	49
PLUMBING	77	167	38	75	58.3	7.5	.9	57	74	125	12	97	75.2	16.3	1.9	78
PRINTING	111	131	24	76	51.7	10.9	1.0	53	103	160	41	100	77.8	14.6	1.4	81
QUANTITY FOOD PREP.	86	197	37	79	61.0	9.1	1.0	62	79	590	6	100	77.7	20.8	2.3	82
SHEET METAL	28	112	21	84	67.8	11.9	2.2	69	24	160	33	99	80.7	17.8	3.6	85
SMALL ENGINE REPAIR	54	165	59	86	73.7	5.8	.8	73	56	270	33	99	77.4	15.7	2.1	81
WELDING	186	155	34	83	60.9	10.3	.8	61	185	307	11	100	76.5	18.4	1.4	81

SECTION XI

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

OBJECTIVE XI

OBJECTIVE

Conduct a one-day workshop for vocational teacher education personnel concerning interpretation of assessment results.

OUTCOME

Higher education institutions, through their vocational teacher education personnel, will be able to award academic credit to persons in vocational teacher education programs--based on the results of their occupational competency assessments.

A workshop entitled "The Interpretation of MOCAC Occupational Competency Assessment Results" was held on Friday, September 21, 1979, at the Ramada Inn in Lansing. The emphasis of the workshop was the interpretation of occupational competency assessment results for prescriptive and/or diagnostic purposes and equating the results to academic credit. All of the vocational teacher educators in the state were invited and many participated in the workshop.

This section includes a copy of the letter which was sent to the vocational teacher educators along with the materials which were distributed at the workshop.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FERRIS STATE COLLEGE

MEMORANDUM

TO:

FROM: Scott D. Whitener, Director

RE: MOCAC Score Interpretation Workshop

DATE: August 29, 1979

The growing number of individuals participating in the MOCAC Assessment Program has prompted the Michigan Occupational Competency Assessment Center, MOCAC, to present a Score Interpretation Workshop. The purpose of the workshop is to acquaint you, vocational teacher educators, with the process of diagnostic interpretation of examination results.

We would like to extend an invitation to you to attend the workshop which will be held on Friday, September 21, 1979, from 9:00 a.m. to 12:00 noon at the Ramada Inn, 1000 Ramada Drive (exit 104 off I-96), in Lansing. If overnight accommodations are desired, the Ramada Inn telephone number is (517) 393-5500. Please return the enclosed card indicating whether or not you will be attending the workshop.

The workshop format will include practical examples of score interpretation, diagnosis, and prescription writing. It will also provide an opportunity for discussion of general questions about the MOCAC Program.

It is important that assessment results be interpreted on more than a pass/fail basis. One of the primary purposes of the MOCAC Program is to assess areas of weakness and prescribe corrective course work and/or work experience in an individualized program which best meets the needs of the candidate.

We appreciate your continued support; your input is an important component in the effective operation of the Center. I am looking forward to working with you and hope to see you at the workshop on September 21.

llh

Enclosures 2

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
EXAMINATIONS AVAILABLE

Written/Performance Examinations

Air Conditioning
Air Conditioning/Refrigeration
Air Frame & Power Plant
Appliance Repair
Architectural Drafting
Auto Body Repair
Auto Mechanics
Building Construction Occupations
Building Trades Maintenance
Business Machine Maintenance
Cabinet Making & Millwork
Carpentry
Commercial Art
Computer Technology
Cosmetology
Diesel Engine Repair
Electrical Construction/Maintenance
Electrical Installation
Electronics Communications
General Drafting
Heating
Industrial Electrician
Industrial Electronics
Instrument Maintenance & Repair
Machine Drafting
Machine Trades
Masonry
Metal Working
Painting & Decorating
Plumbing
Printing
Quantity Food Preparations
Refrigeration
Sheet Metal
Small Engine Repair
Textile Production/Fabrication
Tool and Die Making
Welding

Committee Assessments

Commercial Photography
Custodial Services
Foundry
Law Enforcement
Litho Photo & Platemaking
Plastics Occupations
Radio and TV Broadcasting
Upholstering

Upon special request, assessments can be administered in some trade-technical areas other than those listed.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

Referral Form

I have counseled:

Name _____

Address _____

_____.

Telephone Number _____

Social Security Number _____

As a result of this consultation, it has been determined that this candidate does_____ does not_____ meet the requirements, and I do_____ do not_____* recommend this candidate for an assessment in _____
U.S.O.E. Code

_____.
Occupational Area

☐ Send a scope of the appropriate exam to the candidate.

☐ Send an application form to the candidate.

☐ Please call the candidate.

☐ The candidate should deal with the Michigan Occupational Competency Assessment Center directly.

_____ _____
Date Contact Person's Signature

_____ _____
Office Telephone Institution

Michigan Occupational
Competency Assessment Center
309 Johnson Hall
Ferris State College
Big Rapids, MI 49307
(616) 796-9971, ext. 287

* Please see reverse side.

My reason for not recommending this candidate is:

- ☐ Insufficient documentation of work experience.
- ☐ Insufficient quantity of work experience.
- ☐ Insufficient scope of work experience.
- ☐ An assessment at this time would not best meet the needs of the candidate.

Other: _____

_____

_____

_____

_____

The Michigan Occupational Competency Assessment Center must have this completed referral form on file before a candidate can participate in an assessment.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

SCORE REPORTING FORM

Name_____ Institution_____

Exam_____ Date of Exam_____

Written Examination

Mean _____

Standard Error - _____

Michigan Minimum Passing Score _____

Candidate's Score _____

Performance Examination

Mean _____

Standard Error - _____

Michigan Minimum Passing Score _____

Candidate's Score _____

Comments: _____

_____

_____

_____

_____ _____

Date Director

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

MINIMUM PASSING SCORE LEVELS

The Michigan minimum passing score level is one standard error of measurement below the national mean score for both the written and performance exams. The MOCAC Director will keep a State Test Scores Norm Table and will continually update it. For the purpose of granting credit the passing score levels have been established, but the amount of credit granted is under the control of the individual teacher education institution. Individuals evaluating assessment scores are advised against using a near perfect score in one category of an examination to counterbalance a grossly deficient score in another category--particularly on the performance examination. Pass or fail by committee assessment will be the concurrence of the majority of the members involved.

Michigan Policy Manual, Page 13, Section G

NATIONAL OCCUPATIONAL COMPETENCY TESTING STITUTE

45 Colvin Avenue - Albany, New York 12206 - (518) 482-8864

TABLE 9

CUMULATIVE NATIONAL NORMS - Spring 1974 thru Spring 1978

	WRITTEN TEST								PERFORMANCE TEST							
					PERCENT								PERCENT			
EXAMINATIONS	# of CAND	# of ITEMS	% CORRECT MIN	% CORRECT MAX	MEAN	STD. DEV.	STD. ERR.	MED-IAN	# of CAND	# of ITEMS	% CORRECT MIN	% CORRECT MAX	MEAN	STD. DEV.	STD. ERR.	MED-IAN
AIR COND. & REFRIGERATION	148	165	38	86	68.2	8.9	.7	68	121	200	4	100	82.6	14.7	1.3	86
AIRFRAME & POWER PLANT	18	183	46	87	67.7	10.9	2.6	68	17	530	45	100	86.1	13.5	3.3	88
ARCHITECTURAL DRAFTING	34	150	41	81	65.9	9.5	1.6	67	34	220	5	100	74.6	21.2	3.6	80
AUTO BODY REPAIR	149	150	53	84	69.5	7.1	.6	70	147	215	44	100	85.3	11.1	.9	88
AUTO MECHANIC	604	200	41	85	65.4	8.9	.4	66	573	367	16	100	78.2	15.5	.6	82
BLDG. TRADES MAINT.	8	186	48	84	62.8	12.3	4.4	58	6	715	74	97	84.9	10.2	4.2	80
CABINET MAKING/MILLWORK	83	160	36	81	60.2	9.9	1.1	61	69	425	38	99	78.8	17.2	2.1	83
CARPENTRY	394	159	35	91	73.1	9.7	.5	74	365	120	12	100	66.0	20.4	1.1	65
CIVIL TECHNOLOGY	11	152	22	64	51.7	12.5	3.8	52	8	401	17	100	72.2	25.8	9.1	75
COMPUTER TECHNOLOGY	12	160	58	88	69.2	8.4	2.4	66	12	105	73	100	91.3	8.1	2.3	94
COSMETOLOGY	186	120	27	92	72.0	10.6	.8	72	181	122	34	100	79.6	12.8	.9	80
DIESEL ENGINE REPAIR	52	167	19	89	66.6	11.7	1.6	65	50	200	47	100	82.2	12.8	1.8	83
ELECTRICAL INSTALL.	155	177	32	81	54.1	8.6	.7	53	150	465	15	100	72.4	20.2	1.6	78
ELECTRONICS COMMUN.	119	130	32	95	69.5	14.8	1.4	70	112	660	16	100	83.1	17.9	1.7	88
INDUST. ELECTRICIAN	61	200	35	87	69.2	10.8	1.4	71	59	150	35	100	80.8	13.2	1.7	83
INDUST. ELECTRONICS	118	150	21	87	60.1	14.4	1.3	63	113	440	10	100	72.3	23.0	2.2	80
MACHINE DRAFTING	196	135	49	93	73.1	9.3	.7	73	174	130	2	98	76.2	15.7	1.2	80
MACHINE TRADES	318	160	22	87	58.1	9.7	.5	59	298	165	15	99	67.9	19.5	1.1	70
MASONRY	51	100	50	87	76.7	7.6	1.1	77	43	125	44	100	82.6	16.1	2.5	86
MECHANICAL TECHNOLOGY	3	65	40	49	45.6	4.9	2.9	40	3	225	49	92	63.6	24.6	14.2	49
PLUMBING	77	167	38	75	58.3	7.5	.9	57	74	125	12	97	75.2	16.3	1.9	78
PRINTING	111	131	24	76	51.7	10.9	1.0	53	103	160	41	100	77.8	14.6	1.4	81
QUANTITY FOOD PREP.	86	197	37	79	61.0	9.1	1.0	62	79	590	6	100	77.7	20.8	2.3	82
SHEET METAL	28	112	21	84	67.8	11.9	2.2	69	24	160	33	99	80.7	17.8	3.6	85
SMALL ENGINE REPAIR	54	165	59	86	73.7	5.8	.8	73	56	270	33	99	77.4	15.7	2.1	84
WELDING	106	155	34	83	60.9	10.3	.8	61	185	307	11	100	76.5	18.4	1.4	81

NATIONAL OCCUPATIONAL COMPETENCY TESTING INSTITUTE

45 Colvin Avenue Albany, New York 12206 (518) 482-8864

DR. C. THOMAS OLIVO
Executive Director

REPORT OF SCORES

Mr. Scott D. Whitener
Ferris State College

TEST CENTER Big Rapids, Michigan 49307 CODE 028 TEST PERIOD Summer 1979

Occupation / Candidate	Social Security Number	WRITTEN TEST Sub-Scores in Percent A	B	C	D	Total	PERFORMANCE TEST Sub-Scores in Percent Process	Product	Total
AIR CONDITIONING & REFRIGERATION (1 Candidate)									
	379-24-3958	80.0	75.8	53.5	69.2	67.8	83.7	86.1	84.5%
AUTO BODY REPAIR (1 Candidate)									
	381-14-1586	65.5	72.9	72.5	75.0	70.0	96.8	100.0	97.6
AUTO MECHANIC (1 Candidate)									
	377-30-0432	77.5	65.0	60.0	56.6	64.5	73.0	71.7	72.2
CABINET MAKING & MILLWORK (1 Candidate)									
	375-44-1574	56.7	77.2	54.5	66.6	66.2	89.8	82.2	88.2
CARPENTRY (5 Candidates)									
	380-42-0819	74.3	83.3	65.6	75.0	74.8	67.3	69.0	68.1
	363-20-9870	84.6	83.3	71.8	76.9	79.2	57.0	54.6	55.8
	362-44-9130	66.6	75.0	68.7	69.2	69.8	94.3	93.3	93.8
	300-44-2924	69.2	83.3	81.2	71.1	75.4	89.0	88.3	88.6
	385-50-6317	84.6	83.3	71.8	65.3	75.4	*---	----	----
ELECTRONICS COMMUNICATIONS (2 Candidates)									
	365-40-9190	88.4	74.0	78.4	80.7	80.0	69.8	67.4	69.0
	005-34-4588	84.6	70.3	70.5	65.3	72.3	93.0	90.2	92.1

* Candidate took Written Portion of the Examination, only.

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C. Thomas Olivo, Executive Director / 08/27/79

TABLE 4

NATIONAL NORMS FOR SUB-SCORES ON WRITTEN TESTS

KEY: *A,B,C,D - Refers to topical Sub Headings which are presented following these tables.

GROUP	# OF CAN	*	# OF ITEMS	% CORRECT MIN	MAX	% MEAN	STD.% DEV.	STD.% ERR.	MEDIAN %
ACON	90	A	25	20	92	73.8	11.4	1.2	56
		B	58	36	90	69.3	11.0	1.2	63
		C	56	29	82	61.0	9.9	1.0	55
		D	26	15	88	54.4	17.0	1.8	51
AIRFR	10	A	40	27	85	54.5	24.6	7.8	56
		B	84	24	79	51.4	21.1	6.7	51
		C	59	19	75	49.3	23.7	7.5	47
ARCHD	18	A	34	35	100	64.7	25.2	5.9	67
		B	32	47	94	72.9	12.4	2.9	70
		C	52	13	79	45.1	21.4	5.0	46
		D	32	41	78	57.3	11.4	2.7	59
AUTOB	62	A	61	51	84	68.9	8.4	1.1	67
		B	37	35	92	67.0	10.5	1.3	63
		C	40	17	88	68.3	13.3	1.7	52
		D	12	8	100	69.2	21.2	2.7	54
AMECH	336	A	40	40	92	71.7	10.0	.5	66
		B	60	30	87	62.4	11.3	.6	58
		C	70	30	86	63.7	9.3	.5	58
		D	30	10	90	54.3	13.1	.7	50
BLDTM	0		0	0	0	.0	.0	.0	50
			0	0	0	.0	.0	.0	50
			0	0	0	.0	.0	.0	50
			0	0	0	.0	.0	.0	50
CMAKE	43	A	37	24	73	54.5	12.3	1.9	48
		B	66	46	89	67.9	10.6	1.6	68
		C	33	27	82	58.1	9.7	1.5	54
		D	24	42	96	64.0	13.5	2.1	69
CARP	209	A	39	31	92	75.8	11.1	.8	61
		B	36	31	100	73.9	12.3	.9	65
		C	32	34	97	70.8	13.1	.9	65
		D	52	23	94	72.4	10.6	.7	58
CTECH	4	A	53	30	60	42.5	12.8	6.4	45
		B	30	37	70	54.2	13.7	6.9	53
		C	29	14	62	38.8	23.5	11.7	38
		D	40	35	50	41.2	7.5	3.8	42
COMTK	0		0	0	0	.0	.0	.0	50
			0	0	0	.0	.0	.0	50
			0	0	0	.0	.0	.0	50
			0	0	0	.0	.0	.0	50
COSMO	122	A	15	13	87	54.2	16.9	1.5	50
		B	50	20	90	65.4	17.8	1.6	55
		C	33	21	91	69.5	16.7	1.5	56
		D	22	9	91	65.2	21.1	1.9	50
DIENG	29	A	40	65	95	82.8	7.5	1.4	80
		B	32	22	88	55.9	15.9	2.9	55
		C	42	31	83	58.8	11.6	2.1	57
		D	53	21	91	58.8	14.7	2.7	56

TABLE 4 - CONTINUED

NATIONAL NORMS FOR SUB-SCORES ON WRITTEN TESTS

GROUP	# OF CAN	# OF ITEMS		% CORRECT MIN	% CORRECT MAX	% MEAN	STD. DEV. %	STD. ERR. %	MEDIAN %
ESTAL	57	A	37	16	95	50.0	16.4	2.2	55
		B	37	14	81	51.0	12.8	1.7	47
		C	39	21	82	50.5	14.9	2.0	51
		D	64	17	81	52.6	13.3	1.8	49
ELCOM	89	A	26	27	96	68.2	18.4	2.4	61
		B	27	18	93	55.1	22.3	2.9	54
		C	50	14	96	57.2	24.1	3.1	55
		D	27	7	93	55.7	25.0	3.3	50
IELAN	44	A	20	35	95	79.4	14.6	2.2	65
		B	60	27	85	69.1	13.1	2.0	56
		C	60	28	85	65.5	12.2	1.8	56
		D	60	32	95	64.8	15.8	2.4	63
IERIC	50	A	35	9	86	55.0	21.7	3.1	47
		B	65	20	82	53.2	18.7	2.6	51
		C	15	7	100	50.7	22.9	3.2	53
		D	35	17	80	54.5	19.3	2.7	48
MACHD	97	A	45	16	96	69.9	16.1	1.6	56
		B	23	17	91	69.1	16.3	1.7	54
		C	47	13	91	60.9	16.1	1.6	52
		D	20	15	100	75.7	17.1	1.7	57
MACHT	189	A	25	20	84	54.1	12.3	.9	52
		B	72	15	75	54.9	11.5	.8	45
		C	46	22	85	61.9	13.0	.9	53
		D	17	18	82	57.8	11.2	.8	50
MASON	34	A	28	14	89	58.6	22.9	3.9	51
		B	28	29	93	66.9	18.3	3.1	61
		C	29	24	83	58.6	18.2	3.1	53
		D	15	33	87	67.6	16.3	2.8	63
MECHT	2	A	20	35	55	45.0	14.1	10.0	45
		B	9	33	44	38.9	7.9	5.6	38
		C	8	25	50	37.5	17.7	12.5	37
		D	30	33	57	45.0	16.5	11.7	45
PLUMB	48	A	86	38	74	57.6	9.0	1.3	56
		B	24	33	79	56.1	10.3	1.5	56
		C	21	33	81	59.3	12.3	1.8	57
		D	36	31	67	46.6	8.6	1.2	49
PRINT	81	A	45	36	82	60.2	10.0	1.1	59
		B	40	25	67	42.4	10.4	1.2	46
		C	31	23	87	58.0	12.3	1.4	55
		D	15	20	93	59.1	13.9	1.5	56
QFOOD	51	A	29	14	83	55.4	18.2	2.6	46
		B	46	22	78	50.7	13.6	1.9	50
		C	53	23	75	52.9	13.4	1.9	49
		D	69	29	80	58.8	13.0	1.8	54
SHEET	21	A	23	17	87	62.1	18.7	4.1	52
		B	58	38	90	62.6	14.3	3.1	64
		C	17	18	76	57.7	15.9	3.5	47
		D	14	14	86	62.2	18.4	4.0	50
SENGR	37	A	19	37	89	63.2	15.9	2.6	63
		B	69	16	84	61.0	19.7	3.2	50
		C	30	10	93	63.0	24.6	4.0	51
		D	47	19	87	58.2	20.7	3.4	53
WELD	97	A	60	27	87	63.5	11.6	1.2	57
		B	35	31	86	61.9	12.5	1.3	58
		C	35	23	74	51.5	13.3	1.3	48
		D	25	20	88	57.7	13.5	1.4	54

TABLE 5

NATIONAL NORMS FOR SUB-SCORES ON PERFORMANCE TESTS

GROUP	# OF CAN	# OF ITEMS	% CORRECT MIN	% CORRECT MAX	PERCENT MEAN	PERCENT STD. DEV.	PERCENT STD. ERR.	PERCENT MEDIAN
ACON *	80	140**	6	100	83.8	16.0	1.6	88
	79	60	30	100	82.5	14.6	1.6	85
AIRFR	9	310	41	97	86.5	17.3	5.8	89
	9	220	52	96	84.8	13.6	4.5	88
ARCHD	19	100	6	97	71.1	23.6	5.4	70
	19	120	4	90	64.3	24.7	5.7	68
AUTOB	62	160	51	100	87.5	9.9	1.3	89
	62	55	36	100	87.4	10.3	1.3	97
AMECH	314	138	17	100	77.6	16.5	.9	81
	315	229	21	100	78.6	16.4	.9	83
BLDTM	6	415	72	98	83.8	10.4	4.2	82
	6	300	76	97	85.6	10.5	4.3	78
CMAKE	39	335	47	99	85.8	10.8	1.7	85
	39	90	46	100	82.5	13.8	2.2	83
CARP	199	60	32	100	73.2	17.5	1.2	73
	200	60	35	100	73.5	17.0	1.2	73
CTECH	3	244	41	94	60.0	29.7	17.2	41
	3	157	36	97	56.3	35.1	20.3	36
COMTK	0	0	0	0	.0	.0	.0	36
	0	0	0	0	.0	.0	.0	36
COSMC	86	110	45	100	81.1	11.8	1.3	82
	85	12	8	100	64.5	25.7	2.8	58
DIENG	26	100	49	100	82.4	13.2	2.5	81
	28	100	48	99	82.6	13.1	2.5	84
ESTAL	54	285	16	100	80.3	19.4	2.6	86
	54	180	13	100	77.9	21.7	3.0	86
ELCOM	54	445	17	100	81.8	18.0	2.4	86
	51	215	15	100	80.2	23.4	3.3	90
IELAN	42	84	40	100	82.4	14.4	2.2	85
	44	66	27	100	78.9	16.2	2.5	82
IEMIC	44	390	24	100	74.9	18.9	2.8	80
	44	50	10	100	63.5	22.9	3.5	62
MACHD	87	40	55	100	87.6	11.1	1.2	88
	89	90	41	98	76.5	11.1	1.2	77
MACHT	184	85	2	98	65.4	20.0	1.5	64
	183	60	10	99	69.7	18.4	1.4	72
MASON	34	100	43	100	81.6	16.1	2.8	85
	34	25	20	100	74.4	20.3	3.5	76
MECHT	2	125	61	96	78.6	20.9	14.8	61
	2	100	34	94	64.0	42.4	30.0	34
PLUMB	45	80	13	100	76.6	17.2	2.6	77
	45	45	11	100	74.6	20.6	3.1	80
PRINT	78	85	41	100	79.2	15.1	1.7	81
	78	75	40	100	80.5	15.0	1.7	84
QFOOD	49	470	57	100	83.9	12.7	1.8	86
	49	120	41	100	81.5	11.2	1.6	81
SHEET	18	80	42	100	83.6	17.7	4.2	90
	18	80	29	100	79.0	21.3	5.0	85
SENGR	36	160	44	99	76.2	15.8	2.5	76
	36	110	45	99	78.8	13.4	2.3	80
WELD	93	130	27	100	86.9	12.1	1.3	90
	93	177	7	100	68.0	22.6	2.3	72

* Data for each occupation are presented in two sets - upper set = process measure; lower set = product measure

**No. of Items = Maximum Raw Score

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TABLE 6

HEADINGS FOR SUB SCORES ON WRITTEN TEST BY OCCUPATIONAL AREAS

(See Bulletin of Information for Candidates for descriptive details)

SCOPE OF AIR CONDITIONING AND REFRIGERATION

A. Domestic Systems Installation
B. Commercial System Installation
C. Residential Air Conditioning and Heating Installation
D. Industrial Refrigeration Installation and Servicing

SCOPE OF AIRFRAME AND POWER PLANT

A. General
B. Airframe - Systems and Components
C. Power Plant Operation and Maintenance: Systems and Components

SCOPE OF ARCHITECTURAL DRAFTING

A. Basic Architectural Data
B. Planning and Design
C. Materials and Methods of Construction
D. Structural Systems; Administration

SCOPE OF AUTO BODY REPAIR

A. Welding
B. Sheet Metal Repair; Refinishing
C. Glass: Trim and Hardware; Panel Sections; Frame Alignment
D. Electrical Circuits; Estimating; Safety

SCOPE OF AUTO MECHANICS

A. Basic Shop Principles & Practices; Engines
B. Emission Systems; Fuel Systems; Electrical
C. Engine System Analysis and Repair; Suspension; Steering and Braking
D. Accessories; Shop Management and Control

SCOPE OF BUILDING TRADES MAINTENANCE

A. Heating, Air Conditioning, Refrigeration and Carpentry
B. Masonry, Floor Care and Electrical
C. Painting, Wallpapering and Plumbing
D. Management Practices, Sheet Metal and Welding

SCOPE OF CABINET MAKING AND MILLWORK

A. Planning; Safety; Wood/Stock Selection
B. Machines; Hand Tools
C. Joinery; Assembly
D. Finishing

SCOPE OF CARPENTRY

A. Surveying, Layout, and Blueprint Reading; Foundation Work
B. Wall and Ceiling Framing; Roof Framing and Roofing
C. Stair Construction; Interior and Exterior Finish
D. Estimating; Scaffolding; Cabinetry

SCOPE OF CIVIL TECHNOLOGY

A. Asphalt; Soil; Concrete
B. Surveying
C. Steel Structures; General Engineering Information
D. Drafting; Instrumentation

SCOPE OF COMPUTER TECHNOLOGY

A. Operations; Systems and Analysis
B. Data Processing
C. Computer Programming
D. Systems Analysis and Design

SCOPE OF COSMETOLOGY

A. Care of Hands and Feet; Facial Treatments
B. Shampoos and Colorless Rinses; Haircoloring
C. Hair Styling; Care of Hair and Scalp
D. Permanent Waving; Hair Pieces; Hair Shaping

SCOPE OF DIESEL ENGINE REPAIR

A. Basic Engine Diagnosis and Repair
B. Electrical Systems Diagnosis and Repair
C. Fuel Injection Pumps and Nozzle Repair and Adjustment
D. Hydraulic Systems Troubleshooting and Repair

SCOPE OF ELECTRICAL INSTALLATION

A. Basic Principles of Electricity and Magnetism
B. Reading of Working Instructions; NEC
C. Principles of Operation and Installation of Controls and Rotating Equipment; Electronics Installation
D. Electric Power Residential, Commercial

SCOPE OF ELECTRONICS COMMUNICATIONS

A. Basic Electricity
B. AM & FM Inductive Devices; Alternating Current
C. Amplifiers; Electronic Circuits
D. Measurements, Standards and Tolerances

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TABLE 6

SCOPE OF INDUSTRIAL ELECTRICIAN

A. Basic Electricity and Electronics
B. Testing, Maintenance and Repair of Electric Power Equipment
C. Power Generation and Distribution
D. Motors and Controls

SCOPE OF INDUSTRIAL ELECTRONICS

A. Basic Electronic Components
B. Amplifiers, Circuits, Energy Conversion
C. Digital Circuits; Computer Technology
D. Instruments; Troubleshooting

SCOPE OF MACHINE DRAFTING

A. Orthographic Projection and Pictorial Drawings
B. Related Mathematical Computations
C. Machined Parts; Manufacturing Processes
D. Instruments; Equipment

SCOPE OF MACHINE TRADES

A. Layout and Inspection; Materials Treatment
B. Milling, Turning, Shaping and Planning
C. Machine Attachments; Controls
D. Science; Trade Computations

SCOPE OF MASONRY

A. Terminology; Materials of the Trade
B. Estimating Procedures; Layout Procedures
C. Masonry Practices
D. Trade Tools; Safety

SCOPE OF MECHANICAL TECHNOLOGY

A. Machine Tool Operations; Metallurgy
B. Statics; Fluid Mechanics; Thermodynamic
C. Electricity; Strength of Materials
D. Physics; Mathematics; Computer

SCOPE OF PLUMBING

A. Operating Principles and Installation
B. Water Supply and Distribution
C. Plumbing Fixtures; Industrial Wastes
D. Inspection and Tests

SCOPE OF PRINTING

A. Design; Composition
B. Photo-Preparatory; Image-Carriers
C. Image Transfer
D. Finishing

SCOPE OF QUANTITY FOOD PREPARATIONS

A. Appetizers; Soups; Salads
B. Meats; Poultry; Seafoods; Vegetables
C. Baking; Buffet, Lunch and Breakfast
D. Equipment; Administration

SCOPE OF SHEET METAL

A. Layout and Drafting; Computations
B. Sheet Metal Machinery; Tools; Process
C. Welding; Hazards; Fluxes
D. Materials; Building Code and Regulations

SCOPE OF SMALL ENGINE REPAIR

A. Testing and Inspection; Maintenance
B. Lubrication; Engine Systems; Fuel, Electrical, Cooling and Power
C. Block Servicing; Troubleshooting
D. Engine Operation; Computations

SCOPE OF WELDING

A. Brazing; Oxy-Acetylene; Resistance Welding
B. Arc Welding
C. Symbols; Inspection and Defects
D. Joint Design; Procedure Qualifications

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NOCTI WELDING PERFORMANCE EVALUATION WORKSHEET
Test Code #021

Candidate's Name_____ Test Center Code_____

Social Security Number_____ Date_____

PERFORMANCE EVALUATION KEY

A = Extremely Skilled B = Above Average C = Average Worker D = Below Average E = Inept Worker

Job	Process	Max Score	Item No.	A	B	C	D	E
#1	OXY-ACETYLENE BRAZING	(40)						
	Preparation for brazing		1	0	0	0	0	0
	Joint preparation		2	0	0	0	0	0
	Torch lighting technique		3	0	0	0	0	0
	Gas gauge adjustment		4	0	0	0	0	0
	Flux selection and application		5	0	0	0	0	0
	Torch flame adjustment		6	0	0	0	0	0
	Application of filler metal		7	0	0	0	0	0
	Coordination of filler metal		8	0	0	0	0	0
#2	ARC WELDING - HORIZONTAL	(25)						
	Set up plates		9	0	0	0	0	0
	Attachment of ground clamp		10	0	0	0	0	0
	Power adjustment--lack of returning		11	0	0	0	0	0
	Tack weld to maintain gap		12	0	0	0	0	0
	Start and maintenance		13	0	0	0	0	0
#3	ARC WELDING - VERTICAL	(15)						
	Set up		14	0	0	0	0	0
	Proper amperage and travel speed		15	0	0	0	0	0
	Proper bead overlay		16	0	0	0	0	0
#4	ARC WELDING - OVERHEAD	(15)						
	Set up		17	0	0	0	0	0
	Proper amperage and travel speed		18	0	0	0	0	0
	Proper bead overlay		19	0	0	0	0	0
#5	ARC WELDING - VERTICAL (CHAMFER)	(15)						
	Set up		20	0	0	0	0	0
	Proper amperage and travel speed		21	0	0	0	0	0
	Proper bead overlay		22	0	0	0	0	0
#6	OXY-ACETYLENE TORCH CUTTING	(20)						
	Cut plates		23	0	0	0	0	0
	Grind samples		24	0	0	0	0	0

TOTAL (130)

Job	Product	Max Score	Item No.	A	B	C	D	E
#1	OXY-ACETYLENE BRAZING	(15)						
	Complete and smooth fillet around joint		25	0	0	0	0	0
#2	ARC WELDING - HORIZONTAL	(20)						
	Root penetration		26	0	0	0	0	0
	Lack of undercut		27	0	0	0	0	0
	Lack of overlap		28	0	0	0	0	0
	Bead configuration		29	0	0	0	0	0
#3	ARC WELDING - VERTICAL	(15)						
	Bead configuration		30	0	0	0	0	0
	Lack of undercut and overlap		31	0	0	0	0	0
	Visual inspection		32	0	0	0	0	0
#4	ARC WELDING - OVERHEAD	(15)						
	Bead configuration		33	0	0	0	0	0
	Lack of undercut and overlap		34	0	0	0	0	0
	Visual inspection		35	0	0	0	0	0
#5	ARC WELDING - VERTICAL (CHAMFER)	(15)						
	Bead configuration		36	0	0	0	0	0
	Lack of undercut and overlap		37	0	0	0	0	0
	Visual inspection		38	0	0	0	0	0
#6	GUIDED BEND TEST**	(100)						
	A = No visual defects B = Crack or open defect hairline to 1/16" C = Crack or open defect 1/16" to 1/8" D = Crack or open defect 1/8" to 3/16" E = Crack or open defect 3/16" or more		39	0	0	0	0	0

TOTAL (180)

**GUIDED BEND TEST: As per Part A, Paragraph Q: (c) of Section Nine of the A.S.M.E. Boiler and Pressure Vessel Code. In order to pass the test, guided bend specimens shall have no cracks or other open defects exceeding 1/8" measured in any direction on the convex surface of the specimen after bending, except cracks occurring on the corner of the specimen during testing shall not be considered, unless there is definite evidence that they result from slag inclusion or other internal defects.

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Do Not Write in This Space

Actual Score = _____ (Process) + _____ (Product) ÷ 310 = _____ % (Final Score Achieved)

7/78

(Personal Performance Evaluation to be completed on reverse side)

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PERSONAL PERFORMANCE EVALUATION

Candidate's overall performance is typical of:

( ) Inept worker

( ) Below-average worker

( ) Average worker

( ) Above-average worker

( ) Extremely skilled worker

Please state your overall impression of the candidate as a worker in the field.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

7/78 Examiner's Signature _____

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

RE-ASSESSMENT FEE SCHEDULE

*(Effective Apri' 1, 1979)

WRITTEN AND PERFORMANCE TYPE EXAMINATION

Written

$ 50 is paid to the MOCAC by each candidate for each written re-examination.

Performance

$150 is paid to the MOCAC by each candidate for each performance re-examination administered during one of the three group examination dates.

Written and Performance

$200 is paid to the MOCAC by each candidate for each complete written/performance re-examination administered during one of the three group examination dates.

COMMITTEE ASSESSMENT

$300 is charged for a committee re-assessment.

(A waiting period of six months from the date of the original assessment is required before any re-examinations will be administered.)

SECTION XII

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

OPERATIONAL UPDATE

SECTION XII

Current Status Reports

In an effort to improve communications about the development and implementation of the MOCAC, I developed and distributed a current status report every two/three weeks. The current status report spoke to all of the project objectives and related our progress in terms of their completion. The current status report idea has proven to be very popular with individuals acquainted with the operation of the Center, as they contain concise, up-to-date information regarding the activities of the Center. Copies of the current status reports for 1978-79 are included in this section.

Budget

This section includes the 1978-79 second-year budget and the three budget deviations which were submitted and approved this year to better facilitate the operation of the Center. Also, included in this section are the ledger sheets which detail all MOCAC expenditures for the year.

The MOCAC Examination Account, which is a separate account of $1,000 provided by Ferris State College for examination administration remains self-sufficient. Fees paid by candidates covered the cost of the examinations, test usage fees paid to NOCTI, and materials used during the exams. All of the costs associated with operating the Center were covered by the project grant.

Projected Third-year Goals

This section includes a copy of the projected 1979-80 budget. After one year of operational experience, we feel that this budget is in line with what actual costs will be. Also, included in this section are the third-year projected goals and objectives. In our opinion, the third-year objectives are on target, and we are looking forward to administering more occupational competency examinations next year and continuing with our examination revision activities.

During the fourth and fifth years of the project, we intend to go beyond test revision and move into examination development, so, eventually, we will have written and performance examinations in all of the vocational subjects currently taught in Michigan.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FERRIS STATE COLLEGE

TO:

FROM: Scott D. Whitener, Director

RE: Status Report - Michigan Occupational Competency Assessment Center

DATE: October 13, 1978

National Advisory Committee

There were two National Advisory Committee Meetings this past year. Our objectives for the 1978-79 year call for three meetings. The first meeting is tentatively scheduled to be conducted at the AVA in Dallas, Texas, this December. Currently, I am developing a list of prospective new members in an effort to expand the committee.

State Advisory Committee

There were three State Advisory Committee Meetings this past year. Our objectives for the 1978-79 year call for four meetings. The first meeting is tentatively scheduled for January in Lansing. The State Advisory Committee input has provided the impetus which allowed us to move far beyond the objectives as set forth for the first year. The State Advisory Committee will be expanded this year to include at least one vocational teacher and one secondary vocational administrator.

Reciprocity Agreement/Credit Determination

One of the agenda items discussed at both the State and National Advisory Committee Meetings was the development of a written Reciprocity Agreement to be used between the MOCAC and cooperating teacher education institutions. I have developed a total of four rough drafts of the agreement; the latest draft was generally acceptable to all institutions. It was my intention to have a working agreement at the state and national levels by this fall. It became apparent that this type of agreement may take years to achieve at some institutions. I have already secured written agreements from NOCTI and Penn State for the use of their exams.

In the area of credit granted for examinations, it was the consensus of the persons present at the last two State Advisory Committee Meetings that full credit for a major or minor should be granted for successful completion of an assessment.

Current Testing/Follow Up

On Friday, July 14, 1978, a 25 item follow-up instrument was sent out to all persons who live in Michigan who have taken occupational competency exams over the last five years. Approximately three weeks later, a second copy of the follow up was sent to those people who did not respond to the first one. Thursday, August 31, was established as the cutoff date after which time the data was analyzed and a full report assembled. That follow-up report is now available. The data included in the follow-up report will be very helpful in present and future decision making.

As of October 1, 1978, all occupational competency testing was transferred from the Ferris Testing Center to the Michigan Occupational Competency Assessment Center. The MOCAC is the only Occupational Competency Assessment Agency in the state. The first group examination date is Saturday, November 11, 1978. The exams will be administered at Ferris, Lansing Community College, and Schoolcraft Community College. The next group examination date is tentatively scheduled in March, 1979. Prior to the second examination date, additional sites will be certified, and an examiner workshop will take place at Ferris for the training and certification of examiners.

Financial Report/Cost Analysis

I am now in the process of preparing a year-end financial report which differentiates between development cost and operational cost. Because the center has only been in existence approximately 6 months of the 12 month grant, not all of the appropriated funds were utilized. We, therefore, wrote a proposal for the validation of 8 exams at $16,000 to utilize some of the unused funds.

Brochure/Slide Tape

The brochure was completed and was previewed at the MOEA Convention in Grand Rapids. The brochure was discussed at the second State Advisory Committee Meeting and was well received. Brochures are available for mass distribution.

The slide tape presentation was completed and was also previewed at the MOEA Convention in Grand Rapids. The slide tape was shown and discussed at the second State Advisory Committee Meeting, and some slight changes were suggested. These changes were made. Overall, the State Advisory Committee members were very pleased with the slide tape. It has been duplicated and was distributed to each committee member at the third State Advisory Committee Meeting.

Time Line

The time line for the first and second years of operation of the Michigan Occupational Competency Assessment Center has been completed. I developed a five-year time line, and it was discussed at the last State Advisory Committee Meeting.

National Search of Existing Tests

In my search, nationally, for occupational competency assessment instruments, I have received data from Eric and ETS along with Penn State, NOCTI, Ohio State, New York, and Connecticut State. I have assembled and cataloged this information, and I presented my final report at the last State Advisory Committee Meeting. A total of 28 occupational competency exams were approved for use by the committee. A list of these exams is included in the State Policy Manual. In addition, a state minimum passing cutoff score level was established for the written and performance examination. The cutoff score level is one standard error of measurement below the national mean score on the written and performance portions of the exam. This means that approximately 6 out of 10 people who qualify to take the exam will pass.

Points of Interest

I developed a rough draft Position Paper on whether or not the occupational competency exams should be substituted for part or all of the two years (4,000 hours) work experience requirement for certification.

Siena Heights, University of Michigan, Flint, and Lake Superior State College have joined the State Advisory Committee and will participate in the Michigan Occupational Competency Assessment Program.

Many community colleges in the state have contacted the center and are interested in using the center.

I will speak about the MOCAC at the MCITE Conference on October 31.

A State Policy Manual for the administration of the Occupational Competency Assessment Program in Michigan was discussed at the last State Advisory Committee Meeting. Each member was asked to provide input, and a final draft will be ready by November 1.

This will be the last status report with this format. The next report will be in relation to the new Second-Year Objectives--which I have included.

NOCTI would like to purchase the slide tape presentation for the purpose of using it as a national model.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FERRIS STATE COLLEGE

TO:

FROM: Scott D. Whitener, Director

RE: Status Report - Michigan Occupational Competency Assessment Center

DATE: November 28, 1978

National Advisory Committee

The first National Advisory Committee Meeting of the year will be held in conjunction with the AVA Convention. The meeting will take place Sunday, December 3, 1978, at 6:00 p.m. in the NOCTI Suite of the Dallas Hilton Hotel in Dallas, Texas. The National Advisory Committee will be expanded this year.

State Advisory Committee

The first State Advisory Committee Meeting of the year is tentatively scheduled for mid-January in Lansing, Michigan. The State Advisory Committee will be expanded this year to include at least one vocational teacher and one secondary vocational administrator.

Examination Administration

On Saturday, November 11, 1978, the MOCAC administered occupational competency examinations at Ferris State College and Lansing Community College. Examinations were administered in the following areas: Auto Mechanics; Auto Body, Appliance Repair; Welding; TV and Radio Repair; and Electrical Installation. Based on feedback from the examiners and the candidates, this first group examination was a complete success.

State Policy Manual

I am currently assembling a final draft State Policy Manual from feedback that was provided to me by the State Advisory Committee members. The final draft will be completed in December.

Selection of Possible Examiners and Possible Examination Sites

A letter will be sent to all State Advisory Committee members asking them for their recommendations for possible examiners and possible examination

Selection of Possible Examiners and Possible Examination Sites (con't)

sites. I will be asking them to bring their recommendations to the next State Advisory Committee Meeting. An examiner workshop is tentatively scheduled for late February at Ferris State College. Examiners and sites will be selected based on the recommendations and the criteria outlined in the State Policy Manual.

Follow-Up Survey

A follow-up survey instrument has been developed, and it will be sent out to each person who participates in an occupational competency assessment.

State Norms Table

I will be keeping an ongoing record of all state test scores for the development of a State Test Scores Norm Table. This table will help in future pass/fail cut-score decisions.

Workshops

Two workshops will be held by the MOCAC this year: a general information workshop for all interested parties; and a workshop for teacher educators, administrators, and community college personnel for the interpretation of assessment results. Both of these workshops will be scheduled later in the spring.

Slide-Tape/Brochure Update

Both the slide-tape presentation and the brochure will be updated later this year after the current supply of brochures is more nearly depleted.

Points of Interest

I spoke to a Phi Delta Kappa group about the MOCAC on October 31, 1978.

I spoke at the MCITE Convention about the MOCAC on October 31, 1978.

A group of Food Service Educators is currently evaluating the two Quantity Foods Examinations that are available, and I am awaiting the recommendations.

NOCTI has purchased the MOCAC Slide-Tape Presentation for the purpose of using it as a national model, and they will be showing it at the AVA Convention in Dallas, Texas.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FERRIS STATE COLLEGE

TO:

FROM: Scott D. Whitener, Director

RE: Status Report - Michigan Occupational Competency Assessment Center

DATE: January 29, 1979

National Advisory Committee

The first National Advisory Committee Meeting of the year was held in conjunction with the AVA Convention. The meeting was held Sunday, December 3, 1978, at 6:00 p.m. in the NCCTI Suite of the Dallas Hilton Hotel in Dallas, Texas. The second National Advisory Committee Meeting will be held early this spring.

State Advisory Committee

The first State Advisory Committee Meeting of the year will be held on Thursday, February 1, 1979, at the Hilton Inn in Lansing, Michigan. In accordance with the recommendations made by the committee last year, the State Advisory Committee was expanded this year to include two secondary vocational administrators and two secondary vocational teachers, one on full certification and one on annual authorization. The new members are:

Ms. Donna J. Hurkley
Vocational Education Director
Royal Oak Public Schools
4000 Crooks Rd.
Royal Oak, MI 48073
Phone: (313) 435-8400

Mr. Donald Yuvan
Machine Shop Instructor
Grand Ledge High School
225 West Kent Street
Grand Ledge, MI 48837
Phone: (517) 627-5194

Mr. Daniel R. Manthei, Principal
Northwest Oakland Vocational
Education Center
8211 Big Lake Road
Clarkston, MI 48016
Phone: (313) 625-5202

Mr. George Nelson
Heating/Air Cond. Instructor
Capitol Area Career Center
611 Hagadorn Rd.
Mason, MI 48854
Phone: (517) 676-3303

Examination Administration

On Saturday, November 11, 1978, the MOCAC administered occupational competency examinations at Ferris State College and Lansing Community College.

Examination Administration (con't)

Examinations were administered in the following areas: Auto Mechanics; Auto Body; Appliance Repair; Welding; TV and Radio Repair; and Electrical Installation. Based on feedback from the examiners and the candidates, this first group examination was a complete success. The second group examination is scheduled for Saturday, March 31, 1979. We are looking forward to many participants.

State Policy Manual

The final draft State Policy Manual has been assembled from feedback that was provided to me by the National and State Advisory Committee members. The manual will be distributed at the February 1, State Advisory Committee Meeting.

Selection of Possible Examiners and Possible Examination Sites

A letter was sent to all State Advisory Committee members asking them for their recommendations for possible examiners and possible examination sites. The recommendations will be discussed at the next State Advisory Committee Meeting. An examiner workshop is tentatively scheduled for this winter at Ferris State College. Examiners and sites will be selected based on the recommendations and the criteria outlined in the State Policy Manual.

Follow-Up Survey

A follow-up survey instrument has been developed, and it will be sent to each person who participates in an occupational competency assessment.

State Norms Table

I will be keeping an ongoing record of all state test scores for the development of a State Test Scores Norm Table. This table will help in future pass/fail cut-score decisions.

Workshops

Two workshops will be held by the MOCAC this year: a general information workshop for all interested parties; and a workshop for teacher educators, administrators, and community college personnel for the interpretation of assessment results. Both of these workshops will be scheduled later in the spring.

Status Report January 29, 1979

Slide-Tape/Brochure Update

Both the slide-tape presentation and the brochure will be updated later this year after the current supply of brochures is more nearly depleted.

Points of Interest

A letter and a brochure were sent to each annually authorized vocational teacher in the state.

A letter and a brochure were sent to each vocational administrator in the state.

Iowa State University and the University of Hawaii have purchased the MOCAC Slide-Tape Presentation.

Information about the MOCAC was in a recent issue of the V-TEM Newsletter.

Based on the Michigan cut score policy, the passing rate of the November 11 examinations was .500.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FERRIS STATE COLLEGE

TO:

FROM: Scott D. Whitener, Director

RE: . Status Report - Michigan Occupational Competency Assessment Center

DATE: March 6, 1979

National Advisory Committee

The first National Advisory Committee Meeting of the year was held in conjunction with the AVA Convention. The meeting was held Sunday, December 3, 1978, at 6:00 p.m. in the NOCTI Suite of the Dallas Hilton Hotel in Dallas, Texas. The second National Advisory Committee Meeting is tentatively scheduled for late April in Chicago. In accordance with the recommendations made by the committee last year, the National Advisory Committee will be expanded this year.

State Advisory Committee

The first State Advisory Committee Meeting of the year was held Thursday, February 1, 1979, at the Hilton Inn in Lansing, Michigan. In accordance with the recommendations made by the committee last year, the State Advisory Committee was expanded this year to include two secondary vocational administrators and two secondary vocational teachers, one on full certification and one on annual authorization. The second State Advisory Committee Meeting is tentatively scheduled for May.

Examination Administration

On Saturday, November 11, 1978, the MOCAC administered occupational competency examinations at Ferris State College and Lansing Community College. Examinations were administered in the following areas: Auto Mechanics; Auto Body; Appliance Repair; Welding; TV and Radio Repair; and Electrical Installation. Based on feedback from the examiners and the candidates, this first group examination was a complete success. The second group examination is scheduled for Saturday, March 31, 1979. The deadline date for registration of candidates is Friday, March 16, 1979. We are looking forward to many participants.

State Policy Manual

The final draft State Policy Manual was assembled from feedback that was provided to me by the National and State Advisory Committee members. The manual was distributed at the February 1, State Advisory Committee Meeting.

Selection of Possible Examiners and Possible Examination Sites

A letter was sent to all State Advisory Committee members asking them for their recommendations for possible examiners and possible examination sites. The recommendations will be discussed at the next State Advisory Committee Meeting. An examiner workshop is tentatively scheduled for this winter at Ferris State College. Examiners and sites will be selected based on the recommendations and the criteria outlined in the State Policy Manual. Two new examination sites and four new examiners have been selected and are available for service. They represent skill center facilities and personnel.

Follow-Up Survey

The follow-up survey instrument has been developed, and it will be sent to each person who participates in an occupational competency assessment. The data will be assembled into a final report this fall.

State Norms Table

I am keeping an ongoing record of all state test scores for the development of a State Test Scores Norm Table. This table will help in future pass/fail cut-score decisions. The table will be assembled into a final report this fall.

Workshops

Two workshops will be held by the MOCAC this year: a general information workshop for all interested parties; and a workshop for teacher educators, administrators, and community college personnel for the interpretation of assessment results. Both of these workshops will be scheduled later in the spring.

Slide-Tape/Brochure Update

Both the slide-tape presentation and the brochure will be updated later this year after the current supply of brochures is more nearly depleted.

Points of Interest

A letter and a brochure were sent to each annually authorized vocational teacher in the state--approximately 1,800. We have already received over 200 return cards from persons who are interested in the Michigan Occupational Competency Assessment Center Program.

A letter and a brochure were sent to each vocational administrator in the state.

A letter and a supply of brochures were sent to the appropriate deans of each community college in the state.

Iowa State University and the University of Hawaii have purchased the MOCAC Slide-Tape Presentation.

Information about the MOCAC was in a recent issue of the V-TEM Newsletter.

Based on the Michigan cut-score policy, the passing rate of the November 11 examinations was .500.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FERRIS STATE COLLEGE

TO:

FROM: Scott D. Whitener, Director

RE: MOCAC Status Report

DATE: April 23, 1979

National Advisory Committee

The first National Advisory Committee Meeting of the year was held in conjunction with the AVA Convention. The meeting was held Sunday, December 3, 1978, at 6:00 p.m. in the NOCTI Suite of the Dallas Hilton Hotel in Dallas, Texas. The second National Advisory Committee Meeting will be held Thursday, June 7, 1979, at the Holiday Inn adjacent to O'Hare Airport in Chicago.

In accordance with the recommendations made by the committee last year, the National Advisory Committee will be expanded this year. Invitations have been extended to Dr. David Allen of the University of California, Los Angeles and Mr. Gerald Funk of Penn State University to attend the next National Advisory Committee Meeting. Dave Allen was instrumental in the development of the Occupational Competency Testing Program in California, and Jerry Funk is Director of the Occupational Competency Testing Program for the state of Pennsylvania.

State Advisory Committee

The first State Advisory Committee Meeting of the year was held Thursday, February 1, 1979, at the Hilton Inn in Lansing. The second State Advisory Committee Meeting will be held Thursday, May 24, 1979, at the Hilton Inn in Lansing.

In accordance with the recommendations made by the committee last year, the State Advisory Committee was expanded this year to include two secondary vocational administrators and two secondary vocational teachers, one on full certification and one on annual authorization.

Examination Administration

On Saturday, November 11, 1978, the MOCAC administered occupational competency examinations at Ferris State College and Lansing Community College. Examinations were administered in the following areas: Auto Mechanics; Auto Body; Appliance Repair; Welding; Electronics Communications; and Electrical Installation.

Examination Administration (con't)

On Saturday, March 31 and Saturday, April 7, 1979, the MOCAC administered the second group occupational competency examinations. They were administered at Ferris State College, Lansing Community College, Wexford-Missaukee Area Vocational Center, and Big Rapids Business Machines. Examinations were administered in the following areas: Air Conditioning and Refrigeration; Auto Body Repair; Auto Mechanics; Business Machine Maintenance; Carpentry; Cosmetology; Drafting; Electronics Communications; Printing; Quantity Food Preparations; Small Engine Repair; and Welding.

Based on the feedback from the examiners and the candidates, both the first and the second group examinations were a complete success. The next group examination is scheduled for one of the last two Saturdays in July. Our mailing list of interested persons has grown to over 400, and we are looking forward to another large group for the July examinations.

State Policy Manual

The final draft State Policy Manual was assembled from feedback that was provided to me by the National and State Advisory Committee members. The manual was distributed at the February 1, State Advisory Committee Meeting. We now have a working state-wide policy for the assessment of occupational competency for vocational education.

Selection of Possible Examiners and Possible Examination Sites

A letter was sent to all State Advisory Committee members asking them for their recommendations for possible examiners and possible examination sites. The recommendations will be discussed at the next meeting.

An examiner workshop is tentatively scheduled for July at Ferris State College. Examiners and sites will be selected based on the recommendations and the criteria outlined in the State Policy Manual. Two new examination sites and four new examiners have been selected and are available for service. They represent both skill center facilities and personnel and industrial facilities and personnel.

Follow-Up Survey

The follow-up survey instrument has been developed, and it will be sent to each person who participates in an occupational competency assessment. The data will be assembled into a final report this fall.

State Norms Table

I am keeping an ongoing record of all state test scores for the development of a State Test Scores Norm Table. This table will help in future pass/fail cut-score decisions. It will be assembled into a final report this fall.

Workshops

Two workshops will be held by the MOCAC this year: a general information workshop for all interested parties; and a workshop for teacher educators, administrators, and community college personnel for the interpretation of assessment results. Both of these workshops are tentatively scheduled for early August.

Slide-Tape/Brochure Update

Both the slide-tape presentation and the brochure will be updated prior to the MOEA Convention in June. New pictures for both the slide-tape and the brochure were taken during the second group occupational competency examinations on March 31, 1979. I am currently re-examining the narrative section of the brochure to see how it can be updated.

Points of Interest

A letter and a brochure were sent to each annually authorized vocational teacher in the state--approximately 1,800. We have already received over 300 return cards from persons who are interested in the Michigan Occupational Competency Assessment Center Program.

A letter and a brochure were sent to each vocational administrator in the state.

A letter and a supply of brochures were sent to the appropriate deans of each community college in the state.

Information about the MOCAC appeared in a recent issue of the V-TEM Newsletter.

Based on the Michigan cut-score policy, the passing rate of the November 11 examinations was .500.

Interest in the MOCAC Program from personnel at various area skill centers has led to scheduled presentations at Bay-Arenac Skill Center, Capitol Area Career Center, Kent Skills Center, and Jackson Area Career Center.

On April 25, I will visit Eastern Michigan University to give a presentation about the MOCAC Program to the teacher education faculty and staff.

At the V-TEM Conference in May, I will be giving a presentation entitled, "MOCAC, Are You Using It?"

At the annual MOEA Convention in June, I will be giving a presentation entitled, "The MOCAC Program."

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FERRIS STATE COLLEGE

TO:

FROM: Scott D. Whitener, Director

RE: . MOCAC Status Report

DATE: May 21, 1979

National Advisory Committee

The first National Advisory Committee Meeting of the year was held in conjunction with the AVA Convention. The meeting was held Sunday, December 3, 1978, at 6:00 p.m. in the NOCTI Suite of the Dallas Hilton Hotel in Dallas, Texas. The second National Advisory Committee Meeting will be held Thursday, June 7, 1979, at the Holiday Inn adjacent to O'Hare Airport in Chicago.

In accordance with the recommendations made by the committee last year, the National Advisory Committee will be expanded this year. Invitations have been extended to Dr. David Allen of the University of California, Los Angeles and Mr. Gerald Funk of Penn State University to attend the next National Advisory Committee Meeting. Dave Allen was instrumental in the development of the Occupational Competency Testing Program in California and Jerry Funk is Director of the Occupational Competency Testing Program for the state of Pennsylvania.

State Advisory Committee

The first State Advisory Committee Meeting of the year was held Thursday, February 1, 1979, at the Hilton Inn in Lansing. The second State Advisory Committee Meeting will be held Thursday, May 24, 1979, at the Hilton Inn in Lansing. A new Reciprocity Agreement will be discussed at the meeting.

In accordance with the recommendations made by the committee last year, the State Advisory Committee was expanded this year to include two secondary vocational administrators and two secondary vocational teachers, one on full certification and one on annual authorization.

Examination Administration

On Saturday, November 11, 1978, the MOCAC administered occupational competency examinations at Ferris State College and Lansing Community College. Examinations were administered in the following areas: Auto Mechanics; Auto Body; Appliance Repair; Welding; Electronics Communications; and Electrical Installation.

Examination Administration (con't)

On Saturday, March 31 and Saturday, April 7, 1979, the MOCAC administered the second group occupational competency examinations. They were administered at Ferris State College, Lansing Community College, Wexford-Missaukee Area Vocational Center, and Big Rapids Business Machines. Examinations were administered in the following areas: Air Conditioning and Refrigeration; Auto Body Repair; Auto Mechanics; Business Machine Maintenance; Carpentry; Cosmetology; Drafting; Electronics Communications; Printing; Quantity Food Preparations; Small Engine Repair; and Welding. The cumulative passing rate to date is .538 of 10.

Based on the feedback from the examiners and the candidates, both the first and the second group examinations were a complete success. The next group examination is scheduled for Saturday, July 28, 1979. Our mailing list of interested persons has grown to over 400, and we are looking forward to another large group for the July examinations. A letter announcing the July examination date will be sent to all persons on the mailing list by June 1.

State Policy Manual

The final draft State Policy Manual was assembled from feedback that was provided to me by the National and State Advisory Committee members. The manual was distributed at the February 1, State Advisory Committee Meeting. We now have a working state-wide policy for the assessment of occupational competency for vocational education. An examination retake fee policy has been established and will be distributed at the next State Advisory Committee Meeting.

Selection of Possible Examiners and Possible Examination Sites

A letter was sent to all State Advisory Committee members asking them for their recommendations for possible examiners and possible examination sites. The recommendations will be discussed at the next meeting.

An examiner workshop is tentatively scheduled for July at Ferris State College. Examiners and sites will be selected based on the recommendations and the criteria outlined in the State Policy Manual. Two new examination sites and four new examiners have been selected and are available for service. They represent both skill center facilities and personnel and industrial facilities and personnel.

Follow-Up Survey

The follow-up survey instrument has been developed, and it will be sent to each person who participates in an occupational competency assessment. The data will be assembled into a final report this fall.

After two group examinations, the mean occupational work experience for candidates assessed is 13.2 years; the mean teaching experience is 5.2 years.

State Norms Table

I am keeping an ongoing record of all state test scores for the development of a State Test Scores Norm Table. This table will help in future pass/fail cut-score decisions. It will be assembled into a final report this fall.

Workshops

Two workshops will be held by the MOCAC this year: a general information workshop for all interested parties; and a workshop for teacher educators, administrators, and community college personnel for the interpretation of assessment results. Both of these workshops are tentatively scheduled for early August.

Slide-Tape/Brochure Update

Both the slide-tape presentation and the brochure will be updated prior to the MOEA Convention in June. New pictures for both the slide-tape and the brochure were taken during the second group occupational competency examinations on March 31, 1979. I am currently re-examining the narrative section of the brochure and slide-tape to see how they can be updated.

Points of Interest

A letter and a brochure were sent to each annually authorized vocational teacher in the state--approximately 1,800. We have already received over 300 return cards from persons who are interested in the Michigan Occupational Competency Assessment Center Program.

A letter and a brochure were sent to each vocational administrator in the state.

A letter and a supply of brochures were sent to the appropriate deans of each community college in the state.

Information about the MOCAC appeared in a recent issue of the V-TEM Newsletter.

Based on the Michigan cut-score policy, the passing rate of the November 11 examinations was .500 and .550 for the March examinations with a cumulative passing rate of .538 to date.

Interest in the MOCAC Program from personnel at various area skill centers has led to scheduled presentations at Bay-Arenac Skill Center, Capitol Area Career Center, Kent Skills Center, and Jackson Area Career Center.

On April 25, I visited Eastern Michigan University to give a presentation about the MOCAC Program to the teacher education faculty and staff.

At the V-TEM Conference in May, I gave a presentation entitled, "MOCAC, Are you Using It?"

At the annual MOEA Convention in June, I will be giving a presentation entitled, "The MOCAC Program."

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
FERRIS STATE COLLEGE

TO:

FROM: Scott D. Whitener, Director

RE: MOCAC Status Report

DATE: July 9, 1979

National Advisory Committee

The first National Advisory Committee Meeting of the year was held in conjunction with the AVA Convention. The meeting was held Sunday, December 3, 1978, at 6:00 p.m. in the NOCTI Suite of the Dallas Hilton Hotel in Dallas, Texas. The second National Advisory Committee Meeting was held Thursday, June 7, 1979, at the Holiday Inn adjacent to O'Hare Airport in Chicago. The third National Advisory Committee Meeting is tentatively scheduled for late August in Chicago.

In accordance with the recommendations made by the committee last year, the National Advisory Committee has been expanded this year to include Dr. David Allen of the University of California, Los Angeles and Mr. Gerald Funk of Penn State University. Dave Allen was instrumental in the development of the Occupational Competency Testing Program in California, and Jerry Funk is Director of the Occupational Competency Testing Program for the state of Pennsylvania.

State Advisory Committee

The first State Advisory Committee Meeting of the year was held on Thursday, February 1, 1979, at the Hilton Inn in Lansing. The second State Advisory Committee Meeting was held Thursday, May 24, 1979, at the Hilton Inn in Lansing. The third State Advisory Committee Meeting is tentatively scheduled for mid-September in Lansing.

In accordance with the recommendations made by the committee last year, the State Advisory Committee was expanded this year to include two secondary vocational administrators and two secondary vocational teachers--one on full vocational certification and one on annual authorization.

Examination Administration

On Saturday, November 11, 1978, the MOCAC administered occupational competency examinations at Ferris State College and Lansing Community College. Examinations were administered in the following areas: Auto Mechanics; Auto Body; Appliance Repair; Welding; Electronics Communications; and Electrical Installation.

Examination Administration (con't)

On Saturday, March 31 and Saturday, April 7, 1979, the MOCAC administered the second group occupational competency examinations. They were administered at Ferris State College, Lansing Community College, Wexford-Missaukee Area Vocational Center, and Big Rapids Business Machines. Examinations were administered in the following areas: Air Conditioning and Refrigeration; Auto Body Repair; Auto Mechanics; Business Machine Maintenance; Carpentry; Cosmetology; Drafting; Electronics Communications; Printing; Quantity Food Preparations; Small Engine Repair; and Welding. The cumulative passing rate to date is .538 of 10.

Based on the feedback from the examiners and the candidates, both the first and the second group examinations were a complete success. The next group examination is scheduled for Saturday, July 28, 1979. Our mailing list of interested persons has grown to over 400, and we are looking forward to another large group for the July examinations. A letter announcing the July examination date was sent to all persons on the mailing list prior to June 1.

State Policy Manual

The final draft State Policy Manual was assembled from feedback that was provided to me by the National and State Advisory Committee members. The manual was distributed at the February 1, State Advisory Committee Meeting. We now have a working state-wide policy for the assessment of occupational competency for vocational education. An examination retake fee policy has been established and was distributed at the May State Advisory Committee Meeting.

Selection of Possible Examiners and Possible Examination Sites

An examiner workshop will be held on Saturday, July 14, 1979, at the Charwood Inn in Big Rapids. One of the primary activities of the examiner workshop will be to begin examination revision on 10 selected examinations. This will be the first time Michigan will have input on national occupational competency examinations.

Examiners and sites have been and will be selected based on the recommendations and the criteria outlined in the State Policy Manual. Two new examination sites and four new examiners have been selected and are available for service. They represent both skill center facilities and personnel and industrial facilities and personnel.

Follow Up Survey

The follow-up survey instrument has been developed, and it will be sent to each person who participates in an occupational competency assessment. The data will be assembled into a final report this fall.

After two group examinations, the mean occupational work experience for candidates assessed is 13.2 years; the mean teaching experience is 5.2 years.

State Norms Table

I am keeping an ongoing record of all state test scores for the development of a State Test Scores Norm Table. This table will help in future pass/fail cut-score decisions. It will be assembled into a final report this fall.

Workshops

Two workshops will be held by the MOCAC this year: a general information workshop for all interested parties; and a workshop for teacher educators, administrators, and community college personnel for the interpretation of assessment results. Both of these workshops are tentatively scheduled for early September.

Slide-Tape/Brochure Update

Both the slide-tape presentation and the brochure were updated prior to the MOEA Convention in June. New pictures for both the slide-tape and the brochure were taken during the second group occupational competency examinations on March 31, 1979. I am currently developing the narrative section of a second brochure which will be printed this fall.

Points of Interest

Interest in the MOCAC Program from personnel at various area skill centers has led to scheduled presentations at Bay-Arenac Skill Center, Capitol Area Career Center, Kent Skills Center, and Jackson Area Career Center.

On April 25, I visited Eastern Michigan University to give a presentation about the MOCAC Program to the teacher education faculty and staff.

At the V-TEM Conference in May, I gave a presentation entitled, "MOCAC, Are You Using It?"

At the annual MOEA Convention in June, I gave a presentation entitled, "The MOCAC Program."

At the NOCTI National Workshop at Pennsylvania State University, I gave a presentation on the MOCAC Program.

It appears likely that we will be assessing 20-25 persons on July 28, 1979.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER
FERRIS STATE COLLEGE

TO:

FROM: Scott D. Whitener, Director

RE: MOCAC Status Report

DATE: August 17, 1979

National Advisory Committee

The first National Advisory Committee Meeting of the year was held in conjunction with the AVA Convention. The meeting was held Sunday, December 3, 1978, at 6:00 p.m. in the NOCTI Suite of the Dallas Hilton Hotel in Dallas, Texas. The second National Advisory Committee Meeting was held Thursday, June 7, 1979, at the Holiday Inn adjacent to O'Hare Airport in Chicago. The third National Advisory Committee Meeting will be held Thursday, August 23, 1979, at the Holiday Inn adjacent to O'Hare Airport in Chicago. Indications are that all of the members, with the exception of one who is on vacation, will be in attendance.

Throughout the year, the committee has done an outstanding job keeping the Center abreast of current national trends in occupational competency assessment.

State Advisory Committee

The first State Advisory Committee Meeting of the year was held on Thursday, February 1, 1979, at the Hilton Inn in Lansing. The second State Advisory Committee Meeting was held Thursday, May 24, 1979, at the Hilton Inn in Lansing. The third State Advisory Committee Meeting will be held on Friday, September 28, 1979, at the Ramada Inn in Lansing.

At the next meeting, the committee will examine the results of the summer assessment statistics and the yearly cumulative assessment data. The State Advisory Committee members have done an exceptional job of advising in the operation of the Center and in promoting the MOCAC Program.

Examination Administration

On Saturday, November 11, 1978, the MOCAC administered occupational competency examinations at Ferris State College and Lansing Community College. Examinations were administered in the following areas: Auto Mechanics; Auto Body; Appliance Repair; Welding; Electronics Communications; and Electrical Installation.

Examination Administration (con't)

On Saturday, March 31, and Saturday, April 7, 1979, the MOCAC administered the second group occupational competency examinations. They were administered at Ferris State College, Lansing Community College, Wexford-Missaukee Area Vocational Center, and Big Rapids Business Machines. Examinations were administered in the following areas: Air Conditioning and Refrigeration; Auto Body Repair; Auto Mechanics; Business Machine Maintenance; Carpentry; Cosmetology; Drafting; Electronics Communications; Printing; Quantity Food Preparations; Small Engine Repair; and Welding.

On July 28, August 3, 4, and 6, 1979, the MOCAC administered the third group occupational competency examinations. They were administered at Ferris State College, Lansing Community College, Wexford-Missaukee Area Vocational Center, and Flint Southwestern High School. Examinations were administered in the following areas: Air Conditioning and Refrigeration; Auto Body Repair; Auto Mechanics; Cabinet Making & Millwork; Carpentry; Commercial Art; Custodial Services; Electronics Communications; Industrial Electrician; Machine Trades; Quantity Food Preparations; Small Engine Repair; and Welding.

We have administered over 50 occupational competency examinations this year; this represents the largest number of occupational competency examinations ever given in a one-year period in Michigan.

Of the candidates who have participated in the MOCAC Program, approximately 80% are currently teaching, and approximately 20% are preparing to teach.

The next group examinations are tentatively scheduled for early November. A letter announcing the November examination date will be sent to all persons on our mailing list prior to October 1.

State Policy Manual

The final draft State Policy Manual was assembled from feedback that was provided to me by the National and State Advisory Committee members. The manual was distributed at the February 1, State Advisory Committee Meeting. We now have a working state-wide policy for the assessment of occupational competency for vocational education. An examination retake fee policy has been established and was distributed at the May State Advisory Committee Meeting.

Selection of Examiners and Examination Sites

At the first annual MOCAC Examiner Workshop, the first Master Examiner Certificates and Examination Site Certificates were distributed. We now have 35 Certified Master Examiners and 16 Certified Examination Sites throughout Michigan. These examiners and sites represent 20 different occupational areas.

The latest additions to our MOCAC Program are Commercial Art and Custodial Services. We now have master examiners and sites in these areas. The MOCAC Examiners and Sites represent a cross section of business, industry, skill centers, high schools, community colleges, and four-year institutions.

Follow Up Survey

The follow-up survey instrument has been developed, and it will be sent out the first part of September to all persons who have participated in an occupational competency assessment. The data will be assembled into a final report this fall.

We are interested in comparing the feedback from those persons who have participated in the MOCAC Program to the original 5-year follow-up survey.

State Norms Table

I am keeping an ongoing record of all state test scores for the development of a State Test Scores Norm Table. This table will help in future pass/fail cut-score decisions. It will be assembled into a final report this fall.

Workshops

The first annual MOCAC Examiner Workshop was held on Saturday, July 14, 1979. Master examiners were present from all over the state. Activities included an extensive discussion of examination administration which was conducted by Jerry Funk, Coordinator of Occupational Competency Assessment in Pennsylvania; the presentation of master examiner and examination site certificates; and the initiation of examination revision.

Ten examinations were selected for revision this year. The revision process represents the first time that Michigan has had input on the national occupational competency examinations--examinations that are used in this state and throughout the country to ensure the trade competence of occupational teachers.

A workshop entitled "The MOCAC Program" will be held Friday, September 14, 1979, at Long's Banquet & Convention Center in Lansing. The primary thrust of the workshop will be directed toward the use of the MOCAC Program by community colleges. Intense interest generated by community colleges and others across the state has prompted this workshop.

A workshop entitled "The Interpretation of MOCAC Occupational Competency Assessment Results" will be held Friday, September 21, 1979, at the Ramada Inn in Lansing. The emphasis of the workshop will be the interpretation of occupational competency assessment results for prescriptive and/or diagnostic purposes and equating the results to academic credit. All vocational teacher educators in the state will be invited to the workshop.

Slide-Tape/Brochure Update

Both the slide-tape presentation and the brochure were updated prior to the MOEA Convention in June. New Pictures for both were taken during the second group occupational competency examinations on March 31, 1979.

Slide-Tape/Brochure Update (con't)

Copies of the new slide-tape and brochure are available for distribution and will be provided to the State and National Advisory Committee members at the next meeting.

I am currently developing the narrative section of a second brochure which will be printed this fall. The new brochure will contain a brief description of the MOCAC Program, and it will include a postage-paid return mailer. It is being designed specifically for mass mailing purposes.

Points of Interest

The MOCAC will host the NOCTI National Workshop next summer.

An article about the MOCAC appeared in the summer issue of the V-TEM Newsletter.

On August 8, I gave a presentation entitled "The MOCAC" at Western Michigan University.

On August 13, I met with personnel at Oakland University and Oakland Community College to discuss the use of the MOCAC Program by their institutions.

Registrations are already coming in for the November group examinations.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FERRIS STATE COLLEGE

TO:

FROM: Scott D. Whitener, Director

RE: MOCAC Status Report

DATE: September 21, 1979

National Advisory Committee

The first National Advisory Committee Meeting of the year was held in conjunction with the AVA Convention. The meeting was held Sunday, December 3, 1978, at 6:00 p.m. in the NOCTI Suite of the Dallas Hilton Hotel in Dallas, Texas. The second National Advisory Committee Meeting was held Thursday, June 7, 1979, at the Holiday Inn adjacent to O'Hare Airport in Chicago. The third National Advisory Committee Meeting was held on Thursday, August 23, 1979, at the Holiday Inn adjacent to O'Hare Airport in Chicago.

Throughout the year, the committee has done an outstanding job keeping the Center abreast of current national trends in occupational competency assessment.

State Advisory Activity

The first State Advisory Committee Meeting of the year was held on Thursday, February 1, 1979, at the Hilton Inn in Lansing. The second State Advisory Committee Meeting was held on Thursday, May 24, 1979, at the Hilton Inn in Lansing. The third State Advisory Committee Meeting will be held on Friday, September 28, 1979, at the Ramada Inn in Lansing.

At the next meeting, the committee will examine the results of the summer assessment statistics and the yearly cumulative assessment data. The State Advisory Committee members have done an exceptional job of advising in the operation of the Center and in promoting the MOCAC Program.

Examination Administration

On Saturday, November 11, 1978, the MOCAC administered occupational competency examinations at Ferris State College and Lansing Community College. Examinations were administered in the following areas: Auto Mechanics; Auto Body; Appliance Repair; Electrical Installation; Electronics Communications; and Welding.

Examination Administration (con't)

On Saturday, March 31, and Saturday, April 7, 1979, the MOCAC administered the second group occupational competency examinations. They were administered at Ferris State College, Lansing Community College, Wexford-Missaukee Area Vocational Center, and Big Rapids Business Machines. Examinations were administered in the following areas: Air Conditioning and Refrigeration; Auto Body Repair; Auto Mechanics; Business Machine Maintenance; Carpentry; Cosmetology; Drafting; Electronics Communications; Printing; Quantity Food Preparations; Small Engine Repair; and Welding.

On July 28, August 3, 4, and 6, 1979, the MOCAC administered the third group occupational competency examinations. They were administered at Ferris State College, Lansing Community College, Wexford-Missaukee Area Vocational Center, and Flint Southwestern High School. Examinations were administered in the following areas: Air Conditioning and Refrigeration; Auto Body Repair; Auto Mechanics; Cabinet Making and Millwork; Carpentry; Commercial Art; Custodial Services; Electronics Communications; Industrial Electrician; Machine Trades; Quantity Food Preparations; Small Engine Repair; and Welding.

We have administered over 50 occupational competency examinations this year; this represents the largest number of occupational competency examinations ever given in a one-year period in Michigan. The cumulative pass rate for the year was 5.4 of 10. Of the candidates who have participated in the MOCAC Program, approximately 80% are currently teaching, and approximately 20% are preparing to teach.

The next group examinations are scheduled to be administered on November 3, 1979. A letter anncouncing the November examination date was sent to all persons on our mailing list on September 21.

State Policy Manual

The final draft State Policy Manual was assembled from feedback that was provided to me by the National and State Advisory Committee members. The manual was distributed at the February 1, State Advisory Committee Meeting. We now have a working state-wide policy for the assessment of occupational competency for vocational education. An examination retake fee policy has been established and was distributed at the May State Advisory Committee Meeting.

Selection of Examiners and Examination Sites

At the first annual MOCAC Examiner Workshop, the first Master Examiner Certificates and Examination Site Certificates were distributed. We now have 35 Certified Master Examiners and 16 Certified Examination Sites throughout Michigan. These examiners and sites represent 20 different occupational areas.

The latest additions to our MOCAC Program are Commercial Art and Custodial Services. We now have master examiners and sites in these areas. The MOCAC Examiners and Sites represent a cross section of business, industry, skill centers, high schools, community colleges, and four-year institutions.

Follow-Up Survey

The follow-up survey instrument has been developed and was sent out the first part of September to all persons who have participated in an occupational competency assessment. The data will be assembled into a final report this fall.

We are interested in comparing the feedback from those persons who have participated in the MOCAC Program to the original 5-year follow-up survey.

State Norms Table

I have been keeping an ongoing record of all state test scores and have developed a State Test Scores Norm Table. This table will help in future pass/fail cut-score decisions. The table will be presented to the State Advisory Committee at the September 28 meeting.

Workshops

The first annual MOCAC Examiner Workshop was held on Saturday, July 14, 1979. Master examiners were present from all over the state. Activities included: an extensive discussion of examination administration which was conducted by Jerry Funk, Coordinator of Occupational Competency Assessment in Pennsylvania; the presentation of master examiner and examination site certificates; and the initiation of examination revision.

Ten examinations were selected for revision this year. The revision process represents the first time that Michigan has had input on the national occupational competency examinations--examinations that are used in this state and throughout the country to ensure the trade competence of occupational teachers.

A workshop entitled "The MOCAC Program" was held on Friday, September 14, 1979, at Long's Banquet & Convention Center in Lansing. The primary thrust of the workshop was directed towards the use of the MOCAC Program by community colleges. Intense interest generated by community colleges and others across the state prompted this workshop. Representatives from Delta, Alpena, Muskegon, Grand Rapids, Lansing, and Kalamazoo Community Colleges attended the workshop.

A workshop entitled "The Interpretation of MOCAC Occupational Competency Assessment Results" will be held on Friday, September 21, 1979, at the Ramada Inn in Lansing. The emphasis of the workshop will be the interpretation of occupational competency assessment results for prescriptive and/or diagnostic purposes and equating the results to academic credit. All of the vocational teacher educators in the state were invited to the workshop.

Slide Tape/Brochure Update

Both the slide tape presentation and the brochure were updated prior to the MOEA Convention in June. New pictures for both were taken during the second group examinations on March 31, 1979.

Slide-Tape/Brochure Update (con't)

Copies of the new slide-tape and brochure are available for distribution and will be provided to the State and National Advisory Committee members at the next meeting.

I am currently developing the narrative section of a second brochure which will be printed this fall. The new brochure will contain a brief description of the MOCAC Program, and it will include a postage-paid return mailer. It is being designed specifically for mass mailing purposes.

Points of Interest

The MOCAC will host the NOCTI National Workshop next summer.

An article about the MOCAC appeared in the summer issue of the V-TEM Newsletter.

On August 8, I gave a presentation entitled "The MOCAC" at Western Michigan University.

On August 13, I met with personnel at Oakland University and Oakland Community College to discuss the use of the MOCAC Program by their institutions.

On Tuesday, August 28, I gave a presentation entitled "The MOCAC" at the Kent Skills Center in Grand Rapids.

On Tuesday, October 9, I will be giving a presentation entitled "MOCAC" at the National Academy for Vocational Education National Conference in New Orleans, Louisiana.

On Monday, October 22, I will be giving a presentation entitled "MOCAC" at the Ottawa Area Vocational Center.

Registrations are already coming in for the November group examinations.

PROPOSAL BUDGET SHEET (1978-79)

PROJECT TITLE: Michigan Occupational Competency Assessment Center

ELIGIBLE FUNDING CATEGORIES

1.	PERSONNEL		
	1.1 Project Dir./Coord.		$25,500.00
	1.2 Clerical		9,000.00
	1.3 Consultants		
	1.4 Other Staff (itemize)		
	Fringes 20%		6,900.00
	1.3 National Advisory Consultants		
	(3 meetings x 4 persons @ $100 per person per mtg.)		1,200.00
	1.3 Media Consultant Professional Services		
	(20 hours @ $10 per hour)		200.00
	1.3 Art Consultant Professional Services		
	(20 hours @ $10 per hour)		200.00
	1.3 Manual Consultant Professional Services		
	(20 hours @ $10 per hour)		200.00
	1.3 Test Consultant Professional Services		
	(20 hours @ $10 per hour)		200.00
	Subtotal		43,400.00
2.	SUPPLIES & MATERIALS		
	2.1 Office Supplies		800.00
	2.2 Printing & Duplication		1,000.00
	2.3 Project Materials - Brochure/Slide Tape		1,000.00
	2.4 Postage		200.00
	2.5 Phone		500.00
	2.6 Other (itemize)		
	2.7 Equipment (IBM Selectric Typewriter)		500.00
	Subtotal		4,000.00
3.	TRANSPORTATION		
	3.1 Staff Mileage (2,777 miles @ .18 per mile)		500.00
	3.2 Staff Per Diem (36.5 days @ $13.70 per day)		500.00
	3.3 Other (itemize)		
	Director Workshop/Conference		
	(attend AVA, NOCTI, Penn State, MOEA, V-TEM, MCITE, and others as requested by the State Department)		1,800.00
	National Advisory Travel		
	(3 meetings x 4 persons x $200 est. plane travel, round-trip charge)	2,400.00	
	(3 meetings x 4 persons x $50 est. per diem @ one-day meetings)	600.00	3,000.00
	State Advisory Activity		
	(4 meetings x 20 persons x $6.55 breakfast/lunch)	524.00	
	(4 meetings x $69 meeting room charge)	276.00	800.00
	Subtotal		6,600.00
4.	CONTRACTED SERVICES (itemize)		
	4.1 Examiner Workshop		1,000.00
5.	INDIRECT (if allowed)		
	TOTAL		$55,000.00

PROPOSAL BUDGET SHEET - 1978-79
(After First Deviation)

PROJECT TITLE: Michigan Occupational Competency Assessment Center

ELIGIBLE FUNDING CATEGORIES

1.	PERSONNEL		
	1.1 Project Director/Coord.		$25,500.00
	1.2 Clerical		9,000.00
	1.3 Consultants		
	1.4 Other Staff (itemize)		
	Fringes 20%		6,900.00
	1.3 National Advisory Consultants		
	(3 meetings x 4 persons @ $100 per person per meeting)		1,200.00
	1.3 Media Consultant Professional Services		
	(20 hours @ $10 per hour)		200.00
	1.3 Art Consultant Professional Services		
	(20 hours @ $10 per hour)		200.00
	1.3 Manual Consultant Professional Services		
	(20 hours @ $10 per hour)		200.00
	1.3 Test Consultant Professional Services		
	(20 hours @ $10 per hour)		200.00
	Subtotal		43,400.00
2.	SUPPLIES & MATERIALS		
	2.1 Office Supplies		800.00
	2.2 Printing & Duplication		1,000.00
	2.3 Project Materials - Brochure/Slide Tape		1,000.00
	2.4 Postage		500.00
	2.5 Phone		500.00
	2.6 Other (itemize)		
	2.7 Equipment (IBM Selectric Typewriter)		800.00
	Subtotal		4,000.00
3.	TRANSPORTATION		
	3.1 Staff Mileage (2,777 miles @ .18 per mile)		500.00
	3.2 Staff Per Diem (36.5 days @ $13.70 per day)		500.00
	3.3 Other (itemize)		
	Director Workshop/Conference		
	(attend AVA, NOCTI, Penn State, MOEA, V-TEM, MCITE and others as requested by the State Department)		1,800.00
	National Advisory Travel		
	(3 meetings x 4 persons x $200 est. plane travel, round-trip charge)	1,800.00	
	(3 meetings x 4 persons x $50 est. per diem @ one-day meetings)	600.00	2,400.00
	State Advisory Activity		
	(4 meetings x 20 persons x $6.55 breakfast/lunch)	524.00	
	(4 meetings x $69 meeting room charge)	276.00	800.00
	Subtotal		6,600.00
4.	CONTRACTED SERVICES (itemize)		
	4.1 Examiner Workshop		1,000.00
5.	INDIRECT (if allowed)		
	Total		$55,000.00

PROPOSAL BUDGET SHEET - 1978-79
(After Second Deviation)

PROJECT TITLE: Michigan Occupational Competency Assessment Center

ELIGIBLE FUNDING CATEGORIES

1.	PERSONNEL			
	1.1 Project Director/Coord.			$24,000.00
	1.2 Clerical			9,000.00
	1.3 Consultants			
	1.4 Other Staff (itemize)			
	Fringes 20%			6,300.00
	1.3 National Advisory Consultants			
	(3 meetings x 4 persons @ $100 per person per mtg.)			1,200.00
	1.3 Media Consultant Professional Services			
	(20 hours @ $10 per hour)			200.00
	1.3 Art Consultant Professional Services			
	(20 hours @ $10 per hour)			200.00
	1.3 Manual Consultant Professional Services			
	(20 hours @ $10 per hour)			200.00
	1.3 Test Consultant Professional Services			
	(20 hours @ $10 per hour)			200.00
	Subtotal			41,300.00
2.	SUPPLIES & MATERIALS			
	2.1 Office Supplies			800.00
	2.2 Printing & Duplication			1,000.00
	2.3 Project Materials - Brochure/Slide Tape			1,000.00
	2.4 Postage			600.00
	2.5 Phone			850.00
	2.6 Other (itemize)			
	2.7 Equipment (IBM Typewriter & Slide Tape Projector)			1,200.00
	Subtotal			5,450.00
3.	TRANSPORTATION			
	3.1 Staff Mileage (2,777 miles @ .18 per mile)			500.00
	3.2 Staff Per Diem (36.5 days @ $13.70 per day)			500.00
	3.3 Other (itemize)			
	Director Workshop/Conference			
	(attend AVA, NOCTI, Penn State, MOEA, V-TEM, MCITE, and others as requested by the State Department)			1,800.00
	National Advisory Travel			
	(3 meetings x 4 persons x $125 est. plane travel, round-trip charge)	1,500.00		
	(3 meetings x 4 persons x $25 est. per diem @ one-day meetings)	300.00		1,800.00
	State Advisory Activity			
	(4 meetings x 20 persons x $6.55 breakfast/lunch)	524.00		
	(4 meetings x $31.50 meeting room charge)	126.00		650.00
	Subtotal			5,250.00
4.	CONTRACTED SERVICES (itemize)			
	4.1 Examiner Workshop			1,000.00
	4.1 Examination Revision (10 exams @ $200 per exam)			2,000.00
	Subtotal			3,000.00
5.	INDIRECT (if allowed)			
	Total			$55,000.00

10/1/78 - 9/30/79 — Michigan Occupational Competency

State # 3188-7213 — Assessment Center Budget 78/79

$55,000 — 02-300-5108-xxx-504

	Initials	Date
Prepared By		
Approved By		

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	Date	Vendor	1 Salaries + 20% Fringe Prof/Cler	2 Office Supplies CSSM	3 Travel Director	4 National Advisory Activity	5 State Advisory Activity
1	Req.		3930 0	1800	2800	3000	650
2	10/6	Lansing/Pontiac			SC 9468 4635		
3	10/16	Lansing - State Dept.			SC 5112 1470		
4	79-01 10/17	S. Whitener			SC 2880		
5	10/24	Dallas - AVA			29407		
6	79-02 10/26	Leon Tunkel-Buffet			20000		
7	10/31	Salaries (both)	248232				
8	10/31	Fringes (both)	45494				
9	10/31	Copy Machine		456			
10	10/31	Copy Center		5230			
11	10/31	Postage					
12	10/31	Phone					
13	79-03 11/9	Buskirk Print Shop		1520			
14	79-04 11/9	Ferris Print Shop		2939			
15	79-05 11/9	Central Supply		1433			
16	79-06 11/20	Carl Schaefer				10000	
17	79-07 11/20	Leon Tunkel				10000	
18	79-08 11/21	Robert Swerdlow				10000	
19	11/22	Tom Cook				1546	
20	11/30	Salaries (both)	233072				
21	11/30	Fringes (both)	42993				
22	11/30	Postage					
23	11/30	Copy Center		4368			
24	11/30	Copy Machine		300			
25	11/30	Telephone					
26	12/31	Salaries (both)	394954				
27	12/31	Fringes (both)	70077				
28	12/31	Postage					
29	12/31	Copy Center		3130			
30	12/31	Phone					
31	79-09 1/9	Ferris Print Shop		996			
32	1/9	Lansing - SACM			SC 4896 4733		
33	79-10 1/11	S. Whitener					
34	79-11 1/17	Central Supply		1115			
35	1/31	Salaries (both)	246028				
36	1/31	Fringes (both)	45131				
37	1/31	Postage					
38	1/31	Copy Center + Machine		17061			
39	1/31	Telephone/Overhead					
40	1/31	Telephone					
	79-12 2/2	S. Whitener					

6	7	8	9	10	11	12	13
Media/Art Manual/Test Consultants	Project Materials Brochures+	Telephone	Postage	Equipment	Examiner Workshop		
800	1000	850	600	1200	3000		
			140				
			2907				
		1157					
			3237				
		5641					
			1644				
		2296					
			194				
			6792				
		10500					
		2850					
			84				

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10/1/78 - 9/30/79 — Michigan Occupational Competency
State # 3188-7213 — Assessment Center Budget 78/79
$55,000 — 02-300-5108-xxx-504

Prepared By | Initials | Date
Approved By

	Req	Date	Vendor	1 Salaries + 20% Fringe Prof/Cler	2 Office Supplies CSSM	3 Travel Director	4 National Advisory Activity	5 State Advisory Activity
1				39300	1800	2300	3000	650
2	79-13	2/1	Media Production					
3	79-14	2/1	IBM (typewriter)					
4		2/1	SR-MCVA Convention			SC 3600		
						7139		
5	79-15	2/9	Hilton Inn-Lansing					16518
6	79-16	2/9	ETS Test Collection					
7		2/28	Salaries (both)	246028				
8		2/28	Fringes (both)	45131				
9		2/28	Postage					
10		2/28	Copy Center		3230			
11		2/28	Telephone					
12	79-17	3/5	Central Supply		1819			
13		3/7	Cadillac-Wex/Mis			SC 1580		
						365		
14	79-18	3/22	A-U Department					
15		3/31	Salaries (both)	246028				
16		3/31	Fringes (both)	44715				
17		3/31	Postage					
18		3/31	Copy Center		1130			
19		3/31	Telephone					
20		4/4	Local Travel			702		
21		4/17	Ypsilanti-EMU			9377		
22		4/19	Lansing/Mason			655		
23		4/30	Salaries (both)	246028				
24		4/30	Fringes (both)	44715				
25		4/30	Postage					
26		4/30	Copy Center		1615			
27		4/30	Telephone (new lines)					
28		5/2	Lansing-V-TEM			655		
29		5/4	Mt. Pleasant-CMU			SC 1530		
30		5/4	Penn State-NOCTI			SC 2520		
						27980		
31	79-19	5/9	Central Supply		1451			
32	79-20	5/17	Jerry Sholl					
33		5/17	Ann Arbor/Lansing SACM			SC 7486		
						4738		
34		5/21	Chicago-NACM			SC 3826		
						14240		
35	79-21	5/21	Greenville Printing		36359			
36	79-22	5/25	D. Allen (void)					
37	79-23	5/25	Santo Marzuller				10000	
38	79-24	5/25	Ray Klein				10000	
39	79-25	5/25	Jerry Funk				10000	
40	79-26	5/25	Ron Todd				10000	
		5/31	Salaries (both)	246028				

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6	7	8	9	10	11	12	13
Media/Art Manual/Test Consultants	Project Materials Brochure +	Telephone	Postage	Equipment	Examiner Workshop		
800	1000	850	600	1200	3000		
	1500			72000			
	1000		9616				
		3356					
	5110						
			3875				
		2658					
			4836				
		20325					
4000							

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10/1/78 - 9/30/79 — Michigan Occupational Competency
State # 3188-7213 — Assessment Center Budget 78/79
$55,000 — 02-300-5108-xxx-504

Prepared By: ____ Date: ____
Approved By: ____

	Date	Req.	Vendor	1 Salaries + 20% Fringe Prof/Cler 39300	2 Office Supplies CSSM 1800	3 Travel Director 2800	4 National Advisory Activity 3000	5 State Advisory Activity 650
2		5/31	Fringes (both)	47811				
3		5/31	Postage					
4		5/31	Copy Machine		712			
5		5/31	Copy Center		3483			
6		5/31	Phone					
7	79-27	6/4	Hilton Inn - Lansing					15360
8	79-28	6/7	S. Whitener (frames)		2055			
9	79-29	6/8	Central Supply		7629			
10	79-30	6/13	Santo Marzullo				24160	
11	79-31	6/15	CAEL Handbook					
12	79-32	6/15	R.A. Goldfogle					
13	79-33	6/15	Craig Hartzell					
14	79-34	6/15	Ray Klein				20430	
15	79-35	6/19	Lon Todd				22661	
16	79-36	6/19	Holiday Inn - Chicago			10923		
17		6/21	BL - MOEA Convention			9441		
18	79-37	6/27	Central Supply		5122			
19		6/30	Salaries (both)	361327				
20		6/30	Fringes (both)	67965				
21		6/30	Postage					
22		6/30	Copy Center		2507			
23		6/30	Copy Machine		312			
24		6/30	Telephone					
25	79-38	7/2	Greenville Printing					
26		7/2	Local Travel			396		
27	79-39	7/5	Bill Taylor					
28	79-40	7/6	Jerry Funk					
29	79-41	7/6	Examiner Workshop					
30	79-42	7/6	Examiner Workshop					
31	79-43	7/6	Examiner Workshop					
32	79-44	7/6	L. Huntley (frames)		4339			
33	L000 12107	7/6	Dibbles (frames)		3222			
34	79-45	7/7	Jerry Funk				25785	
35	79-46	7/7	Charwood Inn - BL					
36		7/31	Salaries (both)	319003				
37		7/31	Fringes (both)	80523				
38		7/31	Postage					
39		7/31	Copy Center		1655			
40		7/31	Telephone					
	79-47	8/2	Jerry Funk - workshop					

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6	7	8	9	10	11	12	13
Media/Art Manual/Test Consultants	Project Materials Brochure +.	Telephone	Postage	Equipment	Examiner Workshop		
800	1000	850	600	1200	3000		
			3954				
		6533					
	700						
4000							
4000							
			2760				
		7335					
	77263						
5000							
10000							
					25000		
					105000		
					5000		
					10484		
			3848				
		8585					
					27484		

10/1/78 - 9/30/79 — Michigan Occupational Competency

State # 3188-7213 — Assessment Center Budget 78/79

$55,000 — 02-300-5108-xxx-504

Prepared By: ____ Date: ____

Approved By: ____ Date: ____

	Date	Req.	Vendor	1 Salaries + 20% Fringe Prof/Cler	2 Office Supplies CSSM	3 Travel Director	4 National Advisory Activity	5 State Advisory Activity
1				39300	1800	2300	30000	650
2	8/2	79-48	Roger Snider					
3	8/2		Local Travel			360		
4	8/2	LVPO 12108	Rankin Center		2255			
5	8/2	79-49	Robert Davis					
6	8/2	79-50	William Beagle					
7	8/2	79-51	Roger Kennedy					
8	8/15	79-52	Central Supply		9072			
9	8/15	LVPO 12109	Johnson Bookstore		2942			
10	8/20	79-53	Marzullo, Schafer, Funk				30000	
11	8/20		Kent Skills Center			SC 2178 375		
12	8/30	79-54	Gilbert Cobb					
13	8/30	79-55	David Tucker					
14	8/21	79-56	William Papo					
15	8/21		Flint, Ann Arbor			SC 6678 2800		
16	8/22		Lansing/CC Workshop			SC 7290 4775		
17	8/22		Lansing/UE Workshop			9199		
18	8/22		Lansing SACM			SC 6966 3887		
19	8/24	79-57	Ronald Todd				10000	
20	8/24	79-58	Hall Hopper					
21	8/24	79-59	William Wagner					
22	8/28	79-60	Carl Schaefer				27115	
23	8/31		Salaries (both)	255660				
24	8/31		Fringes (both)	53162				
25	8/31		Postage					
26	8/31		Copy Center		4730			
27	8/31		Telephone					
28	9/5	79-61	Gerald Funk				21120	
29	9/5	79-62	Santo Marzullo				25905	
30	9/5	79-63	Holiday Inn-Chicago			10593		
31	9/11	79-64	Myron Corporation		1095			
32	9/11	LVPO 12110	Reed Office Supply		2895			
33	9/18	79-65	Ronald Todd				22923	
34	9/18	79-66	Jim Hewett					
35	9/18	79-67	Burke's Audio Center					
36	9/18	79-68	Media Production					
37	9/19	79-69	Roger Rowe					
38	9/24	79-70	John Erion, Jr.					
39	9/24	79-71	Russell Stevens					
40	9/24	79-72	Leigh Brown					
	9/24	79-73	Charles Brey					

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6	7	8	9	10	11	12	13
Media/Art Manual/Test Consultants	Project Materials Brochure +	Telephone	Postage	Equipment	Examiner Workshop		
800	1000	850	600	1200	3000		
6000							
					2000		
					8000		
					2000		
					5000		
					5000		
					7000		
					1500		
					2000		
			7839				
		9811					
					6000		
				45400			
40500							
					8000		
					16000		
					5000		
					5000		
					3000		

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10/1/78 - 9/30/79 — Michigan Occupational Competency

State # 3188-7213 — Assessment Center Budget 78/79

$55,000 — 02-300-5108-xxx-504

Prepared by	Initials	Date
Approved By		

	Date	Req.	Vendor	1 Salaries + 20% Fringe Prof/Cler	2 Office Supplies CSSM	3 Travel Director	4 National Advisory Activity	5 State Advisory Activity
				39300	1800	2800	3000	650
2	9/25	79-14	Holiday Inn				4905	
3	9/25	79-15	Long's Convention Ctr.			11831		
4	9/26	79-16	Remain Auto Mech.					
5	9/27	79-17	Buskirks		926			
6	9/28	79-18	Bill Papo					
7	9/28	79-19	Ramada Inn					22781
8	9/30		Salaries (both)	255669				
9	9/30		Fringes (both)	63794				
10	9/30		Postage					
11	9/30		Copy Center		12610			
12	9/30		Telephone					
13								
14								
15								
16								
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19								
20								
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36								
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38								
39								
40			Totals	39495.59	15171.3	25645.1	30655.0	5465.9

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6	7	8	9	10	11	12	13
Media/Art Manual/Test Consultant	Project Materials Brochure +	Telephone	Postage	Equipment	Examiner Workshop		
800	1000	850	600	1200	3000		
					20000		
					10000		
			5318				
		7129					
73500	85573	88176	57044	111400	278475		5500000
							5419295

807.05 balance

PROPOSAL BUDGET SHEET
1979-80

PROJECT TITLE: Michigan Occupational Competency Assessment Center

ELIGIBLE FUNDING CATEGORIES

1.	PERSONNEL		
	1.1 Project Director/Coord.		$26,000.00
	1.2 Clerical		10,000.00
	1.3 Consultants		
	1.4 Other Staff (itemize)		
	Fringes 25%		9,000.00
	1.3 National Advisory Consultants		
	(2 meetings x 5 persons @ $100 per person per mtg.)		1,000.00
	1.3 Media Consultant Professional Services		
	(20 hours @ $10 per hour)		200.00
	1.3 Art Consultant Professional Services		
	(10 hours @ $10 per hour)		100.00
	1.3 Manual Consultant Professional Services		
	(10 hours @ $10 per hour)		100.00
	1.3 Test Consultant Professional Services		
	(20 hours @ $10 per hour)		200.00
	Subtotal		46,600.00
2.	SUPPLIES & MATERIALS		
	2.1 Office Supplies		500.00
	2.2 Printing & Duplication		1,000.00
	2.3 Project Materials - Brochure/Slide Tape		1,000.00
	2.4 Postage		700.00
	2.5 Phone		800.00
	2.6 Other (itemize)		
	2.7 Equipment (conference display board)		500.00
	Subtotal		4,500.00
3.	TRANSPORTATION		
	3.1 Staff Mileage (2,777 miles @ .18 per mile)		500.00
	3.2 Staff Per Diem (36.5 days @ $13.70 per day)		500.00
	3.3 Other (itemize)		
	Director Workshop/Conference		
	(attend AVA, NOCTI, Penn State, MOEA, V-TEM, MCITE, and others as requested by the State Department)		2,200.00
	National Advisory Travel		
	(2 meetings x 5 persons x $180 est. plane travel, round-trip charge)	1,800.00	
	(2 meetings x 5 persons x $30 est. per diem at one-day meetings)	300.00	2,100.00
	State Advisory Activity		
	(3 meetings x 20 persons x $7.00 breakfast/lunch)	420.00	
	(3 meetings x $60 meeting room charge)	180.00	600.00
	Subtotal		5,900.00
4.	CONTRACTED SERVICES (itemize)		
	4.1 Examiner Workshop		1,000.00
	4.1 Examination Revision (10 exams @ $200 per exam)		2,000.00
	Subtotal		3,000.00
5.	INDIRECT (if allowed)		---
	Total		$60,000.00

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

First-Year Objectives and Outcomes

1977-78

OBJECTIVES	OUTCOMES
1. The time line for incorporation of competency assessment will be designed to include those occupational areas deemed appropriate for the State of Michigan by State and National Advisory Committees.	A time line will be ready by April 1, 1978.
2. A determination of the availability of all existing competency tests will be made through an extensive search of the literature.	A list of tests will be compiled and classified by occupation, validation, development date and source by March 1, 1978.
3. A cost analysis which differentiates between developmental and operational cost will be formulated and financial recommendations made.	A financial report which analyzes Center costs, reviews alternatives, and presents recommendations will be ready by September 1, 1978.
4. Development of a competency reciprocity agreement to be used between teacher educators, other states, and NOCTI, within this state.	A draft agreement for the three populations will be completed by September 1, 1978.
5. Material informing teachers, teacher educators, administrators and potential teachers about the development of the Michigan Occupational Competency Assessment Center will be produced.	A brochure and slide-tape will be developed and reproduced by July 1, 1978.
6. Two advisory committees, one composed of national leaders and the other of state leaders in occupational competency assessment, will be constituted to provide advice and counsel regarding project progress.	The advisory committees will be constituted by January 6, 1978.
7. The administration of occupational competency tests to Michigan prospective teachers will be continued by existing agencies. A summary follow up will be initiated by the Center.	A report documenting all testing, names and number of students, and follow up will be completed by September 30, 1978.
8. A study of the credit determination for occupational competency assessment will be made with recommendations included.	This study will be completed by April 1, 1978.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

Second-Year Objectives and Outcomes

1978-79

OBJECTIVES	OUTCOMES
1. Develop procedures and materials for all aspects of the assessment center's administration and operation.	A policy manual for the administration of competency assessments and general operation of the center's assessment program will be written and validated.
2. Conduct at least 100 occupational competency assessments, of which approximately 10 will be in areas for which no examination presently exists.	At least 100 persons will have the opportunity to be tested as to their levels of occupational competency through validated and reliable exams.
3. Select examiners from applicants and conduct an in-service workshop for selected examiners.	Selected examiners will be trained in methods of administering occupational competency assessments.
4. Select and certify no less than five off-campus examination sites at facilities designed for the administration of specific competency examinations.	Applicants for competency assessments will have a variety of locations from which to choose in order to complete their assessments.
5. Develop and implement a follow-up system for persons completing an occupational assessment.	A data base will be established to facilitate examination development and establish procedures for future examination administration.
6. Develop a statewide test score norming table for each assessment.	Cutoff scores for successful completion of competency assessments will be established.
7. Update the present MOCAC Slide-tape and Brochure.	The slide-tape and brochure will be changed to reflect current needs.
8. Conduct assessments for applicants no less than three times during the fiscal year.	All applicants will be provided the opportunity to be assessed at their convenience in terms of time.
9. Conduct four State and three National Advisory Committee Meetings.	Advisory committee members will be updated on progress and will provide necessary input to facilitate the operation of the Center.
10. Conduct a one-day workshop for interested parties concerning Center operation.	Persons interested in the operation of the Center will be advised as to policies and procedures of the MOCAC.
11. Conduct a one-day workshop for vocational teacher education personnel concerning interpretation of assessment results.	Higher education institutions, through their vocational teacher education personnel, will be able to award academic credit to persons in vocational teacher education programs--based on the results of their occupational competency assessments.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

Third-Year Objectives and Outcomes

1979-80

OBJECTIVES	OUTCOMES
1. Conduct at least 100 occupational competency assessments, of which approximately 10 will be in areas for which no examination presently exists.	At least 100 persons will have the opportunity to be tested as to their levels of occupational competency through validated and reliable exams.
2. Select examiners from applicants and conduct an in-serivce workshop for selected examiners.	Selected examiners will be trained in methods of administering occupational competency assessments.
3. Select and certify no less than five off-campus examination sites at facilities designed for the administration of specific competency examinations.	Applicants for competency assessment will have a variety of locations from which to choose in order to complete their assessments.
4. Implement the ongoing follow-up system for persons completing an occupational assessment	The data base will be updated to facilitate examination development and establish procedures for future examination administration.
5. Select 10 occupational competency examinations from the Michigan battery for technical updating.	Implement and coordinate the revision of 10 occupational competency examinations.
6. Update the statewide test score norming table for each assessment.	The established cutoff scores for successful completion of competency assessments will be evaluated relative to the current data base.
7. Update the present MOCAC Slide-Tape and Brochure.	The slide-tape and brochure will be changed to reflect current trends.
8. Conduct assessments for applicants no less than three times during the fiscal year.	All applicants will be provided the opportunity to be assessed at their convenience in terms of time.
9. Conduct three State and two National Advisory Committee Meetings.	Advisory committee members will be updated on progress and will provide necessary input to facilitate the operation of the Center.
10. Conduct a one-day workshop for interested parties concerning Center operation.	Persons interested in the operation of the Center will be advised as to policies and procedures of the MOCAC.

OBJECTIVES	OUTCOMES
11. Conduct a one-day workshop for vocational teacher education personnel concerning interpretation of assessment results.	Higher education institutions, through their vocational teacher education personnel, will be able to award academic credit to persons in vocational teacher education programs--based on the results of their occupational competency assessments.
12. Conduct National Occupational Competency Testing Institute (NOCTI) annual national meeting.	The NOCTI annual national meeting will be hosted by the Center. Vocational educators from all over the country will be attending to share thoughts and ideas relative to occupational competency assessments.
13. Promote the MOCAC Program with local administrators, teachers, LEA's community colleges, vocational teacher educators, and others.	The director will meet with and provide materials to all local administrators, teachers, LEA's, community college personnel, vocational teacher educators, and others upon request.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

1980-81

Fourth Year -

1. Administer 200 occupational competency assessments--approximately 20 of which do not have existing written or performance exams available.

2. Conduct an in-service program for all test examiners.

3. Certify five additional off-campus assessment sites for the administration of specific occupational competency assessments.

4. Administer an ongoing follow up.

5. Complete occupational competency exams--both written and performance.

6. Continually update the state score norms table.

7. Update the assessment center slide/tape and brochure.

8. Conduct four state and three national advisory committee meetings.

9. Conduct a one-day workshop on the occupational assessment program in Michigan.

10. Conduct a workshop for the interpretation of occupational competency assessments for teacher education.

11. Offer assessments three times during the year regardless of the number of participants.

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

1981-82

Fifth Year -

1. Administer 200 occupational competency exams--approximately 20 of which do not have existing written or performance examinations available.

2. Conduct an in-service program for all test examiners.

3. Certify five additional off-campus assessment sites for the administration of specific occupatinal competency assessments.

4. Administer an ongoing follow up.

5. Develop two additional occupational competency exams--both written and performance.

6. Continually update the state test score norms table.

7. Update the assessment center slide-tape and brochure.

8. Conduct four state and three national advisory committee meetings.

9. Conduct a one-day workshop on the occupational assessment program in Michigan.

10. Conduct a workshop for the interpretation of occupational competency assessments for teacher education.

11. Offer assessments three times during the year regardless of the number of participants.

SECTION XIII

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

PUBLIC RELATIONS

SECTION XIII

In an effort to familiarize the educational community in Michigan with the MOCAC, I spoke on many different occasions to many different groups. In addition, news of the MOCAC appeared in various publications. I have listed the MOCAC speaking engagements and included a list of the publications in which reference was made to the MOCAC.

We initiated an extensive mailing effort this year to inform people of the MOCAC Program. Included in this section are copies of the correspondence which was sent; the correspondence was accompanied by a MOCAC Brochure. I have listed the groups which received these materials.

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MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

SPEAKING ENGAGEMENTS

1978-79

Ferris State College Board of Control, October 14, 1978

Michigan Council of Industrial Teacher Educators Annual Conference, October 30-31, 1978

Phi Delta Kappan Meeting, November 8, 1978

American Vocational Association National Convention, National Occupational Competency Testing Institute Session, December 4, 1978

Michigan Council of Vocational Administrators, February 22-23, 1979

Bay-Arenac Skill Center, March 12, 1979

Ferris State College Teacher Education Advisory Committee, April 12, 1979

Eastern Michigan University Teacher Education Advisory Committee, April 25, 1979

Michigan Industrial Education Society Annual Conference, April 27, 1979

Vocational Teacher Educators of Michigan Annual Conference, May 1-3, 1979

Central Michigan University, Industrial Teacher Education Faculty and Resistrar, May 14, 1979

National Occupational Competency Testing Institute Annual National Workshop June 20-21, 1979

Michigan Occupational Education Association Annual State Meeting, June 26-28, 1979

Western Michigan University, August 8, 1979

Oakland Community College, Technical Dean and Faculty, August 14, 1979

Oakland University, Department Head and Teacher Educators, August 14, 1979

Kent Intermediate School District, Vocational Faculty, August 28, 1979

MOCAC Community College Workshop, September 14, 1979

MOCAC Vocational Teacher Educator Workshop, September 21, 1979

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

PUBLICATIONS AND MAILINGS

1978-79

News about the MOCAC was included in the following publications:

All V-TEM Newsletters Published This Year

MOEA Conference Agenda

V-TEM Conference Agenda

Ferris State College Board Report

MCITE Conference Agenda

Cadillac Daily Newspaper

NOCTI National Workshop Agenda

NOCTI News, Spring 1979

During the year, a MOCAC Brochure was mailed to:

Every Annually Authorized Vocational Teacher in the State

Every Vocational Administrator in the State

Every Vocational Teacher Educator in the State

Every Community College Technical Dean in the State

Michigan Occupational Competency Assessment Center
Ferris State College, 309 Johnson Hall, Big Rapids, MI 49307
Telephone · 616-796-9971/Ext. 287

January 22, 1979

Dear Colleague:

Would you like to receive academic credit for your work experience? The Michigan Occupational Competency Assessment Center (MOCAC) has been established to enable you to receive academic credit for occupational skills attained through your work experience. This credit can be used toward fulfillment of your degree and certification requirements.

One of the specific goals of the center is to assist you, the teachers employed in secondary schools who are certified on an annual authorization basis. If you are interested in how this program will fit into your degree and certification requirements and whether you are eligible, the teacher education contact persons listed on the back of the brochure or the center director can assist you.

Enclosed, please find a brochure, a list of available examinations which are administered in March, July, and November, and a postcard. Please indicate on the postcard if you are interested in an occupational assessment, and we will send you more general information, a scope of the examination, fee schedule, and registration form.

Looking forward to hearing from you!

Sincerely,

Scott D. Whitener

Scott D. Whitener, Director
Michigan Occupational
Competency Assessment Center

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Enclosures 3

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FERRIS STATE COLLEGE

MEMORANDUM

TO:

FROM: Scott D. Whitener, Director S.D.W.

RE: Letter to Annually Authorized Vocational Teachers

DATE: January 29, 1979

On January 22, 1979, a letter and the enclosed brochure were sent to your annually authorized vocational teachers for the purpose of informing them about the Michigan Occupational Competency Assessment Center, MOCAC.

One of the primary objectives of the Center is to assist annually authorized teachers in fulfilling their degree and certification requirements. We offer group examinations three times during the year in March, July, and November. These examinations enable teachers to receive academic credit for occupational skills attained through work experience.

These teachers are valuable assets to the teaching profession and your school system, and we know you are concerned with their professional development.

If we can be of assistance to your school system, please don't hesitate to contact us.

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Enclosure

MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER

FERRIS STATE COLLEGE

MEMORANDUM

TO:

FROM: Scott D. Whitener, Director

RE: Occupational Competency Assessment Program

DATE: February 21, 1979

Did you know that there is a state occupational competency assessment center? The specific purpose of the Michigan Occupational Competency Assessment Center, MOCAC, is to evaluate competencies attained through work experience for the purpose of equating them to academic credit.

Primarily, the Center was established to assist secondary teachers in fulfilling their degree and certification requirements. However, there are many other individuals, including post-secondary teachers, students, and individuals in industry, who could benefit by this process. We recognize that certification is not a concern to you, nevertheless, some of your faculty may want to complete their baccalaureate degrees. If you have faculty members who may be interested, please provide them with one of the enclosed brochures.

Individuals with competencies attained outside of the traditional classroom setting are assets not only to the teaching profession but to other occupations as well. We hope the Center can be of assistance to your institution, and we look forward to hearing from you.

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